



Constitution and Bylaws

of

Pinellas County Urban League Young Professionals

Article I: Name

The name of this organization shall be Pinellas County Urban League Young Professionals.

Article II: Purpose

Section 1. Pinellas County Urban League Young Professionals is an auxiliary of Pinellas County Urban League (PCUL) and shall operate in the same geographical area as said affiliate.

Section 2. The purpose of Pinellas County Urban League Young Professionals is to assist Pinellas County Urban League in its mission to enable African Americans and other minorities in Pinellas County to cultivate and exercise their full human potential on the same level as other Americans. It is essential that the membership policy, programs and fund raising activities of the Young Professionals be kept within the framework of Pinellas County Urban League's policy, which involves a commitment to interracial teamwork.

Section 3. Pinellas County Urban League Young Professionals will support Pinellas County Urban League through Fund Raising, Community Service, Public Relations and Leadership Development.

Section 4. Approval must be obtained from the Urban League CEO for all programs, projects, fund raisers and affiliations with other groups.

Article III: Authority

Pinellas County Urban League Young Professionals and its membership serve at the pleasure and authority of the PCUL President/CEO.



Article IV: Membership

Membership is open to persons who express an interest in the mission of Pinellas County Urban League Young Professionals and are willing to support and/or participate in its programs. The

Young Professional's membership is an open one which does not discriminate against any person on the basis of race, sex, religion, age or economic status.

Section 1. Membership in Pinellas County Urban League Young Professionals includes a financial commitment of \$60.00 annually. Membership expires on the anniversary date of payment of membership dues.

Section 2. Members of Pinellas County Urban League Young Professionals will be considered "in good standing" when the above financial obligations are met: (i) have paid the annual PCULYP membership dues, (ii) serve as a member on at least one committee, and (iii) participate in activities sponsored by PCULYP.

Section 3. Pinellas County Urban League, Inc. (PCUL) employees are not eligible for Young Professionals membership, because of potential conflict of interest. PCUL employees, however, may serve as non-voting volunteers of the PCUL Young Professionals.

Article V: Officers

President – The President shall preside at meetings of the organization and of the Executive Committee. The President shall be, EX-Officio, a member of all committees except the nomination committee. The President shall be the voting delegate to the Regional and National Conferences.

Vice President – The Vice President shall preside or act in the absence of the President and shall serve as Chairperson of the Program Committee.

Recording Secretary – The Recording Secretary shall keep an accurate record of all meetings and shall provide a copy of the minutes from the previous meeting, at each meeting, take care of all correspondence and shall see that all notices for meetings are sent to the membership. He/she shall preside or act in the absence of the President and Vice President.

Treasurer – The Treasurer shall keep an accurate record of all financial transactions, make reports to the body and prepares monthly and annual reports for the body and Pinellas County Urban League's Pres. /CEO and CFO. The Treasurer shall receive all monies, provide receipts for monies collected, and coordinate all reports with Pinellas County Urban League's Chief Financial Officer. The Treasurer shall reconcile Pinellas County Urban League Young Professionals books with the CFO. Monies collected will be turned in to Pinellas County Urban



League CFO for deposit into Pinellas County Urban League's financial institution. The Treasurer will also serve as chairperson of the Budget and Finance Committee.

Parliamentarian – The Parliamentarian shall aid in the orderly conduct of all meetings. He/She shall insure the adherence to the rules and constitution and bylaws of the Young Professionals. He/she provides direction when the Young Professionals requests changes of rules or existing procedures. The use of Roberts Rules of Order shall be the governing tool for this Young Professionals.

Article VI: Criteria & Terms of Office

Section 1. Elections are held every two (2) years in the month of November.

Section 2. The officers shall be installed in January so work can begin for the next fiscal year. The outgoing President will serve on the Executive Committee for one (1) year following the election of new officers and will assist the current President in the transition.

Section 3. The term of office shall be two years. Officers may be re-elected for one additional term only.

Section 4. Members shall be eligible to hold office after one year of being actively involved in the Young Professional's programs and in good financial standing as defined under Section III membership.

Article VII: Nominations & Elections

Section 1. Notice of nominations and elections shall be made during the regularly scheduled monthly meeting of the Young Professionals in October.

Section 2. The Nomination Committee may recruit officers for the slate and take nominations from the floor.

Section 3. Elections will be held in the month of November during the monthly meeting. In unusual circumstances, election may be conducted via absentee ballot.

Section 4. The election process will be via secret ballot.

Section 5. Special Elections may be called by the executive committee to fill a vacant seat or to break a tie vote. Candidates must meet the same requirements and qualifications as in the general election. The Young Professionals will follow all rules and procedures of the general election with the exception of the month in which it is held.



Section 6. Vacancies – The Vice President will serve as President in the event of a vacancy in that position. All other vacancies will be filled by appointment of the Executive Committee.

Section 7. An officer who has not performed his/her duties, missed three (3) consecutive Young Professionals and Executive meetings (unless an excused absence has been declared by the Young Professionals President or the Executive Committee in the case of the President) and/or who is not in good financial standing shall have their office declared vacant and proceedings will start to fill said office.

Article VIII: Meetings

Meetings will be held on the fourth (4th) Thursday of each month; unless declared and noticed in advance and with the support of the body. Exceptions shall also be made due to holiday schedules and summer breaks. Executive meetings may be conducted prior to the regular meeting. Special meetings may be called by the president or at the request of the membership. No other business may be discussed at the special meeting, except the business for which the meeting was called.

Article IX: Quorum

A quorum shall consist of a majority of financial members present at any duly noticed meeting.

Article X: Committees

Standing Committees - Permanent PCULYP committees that are each led by a chairperson. A chairperson must be a PCULYP member in good-standing.

Ad Hoc Committees - The President, with the confirmation of the Executive Committee, may create from among its Members any other committees ("Ad Hoc Committees") to conduct certain affairs of PCULYP. The chairperson of an Ad Hoc Committee shall be appointed by the President and confirmed by the Executive Committee. All chairpersons will report to the President or other Officer as designated by the President. An Ad Hoc Committee shall cease to exist after the completion of its duties, at the designation of the President, with the vote of the Executive Committee, or at the end of the President's term. The succeeding President may re-establish any Ad Hoc Committee.

Section 1. Committee Chairs (except for Elections Committee) are appointed by the President and must be in good standing.

Section 2. Pinellas County Urban League Young Professionals will consist of the following Standing Committees:



Executive Committee- consists of all elected officers who may act on behalf of the Young Professionals between regular meetings of the Young Professionals, except that all such actions shall be subject to ratification by the Young Professionals membership at the next scheduled membership meeting.

Civic Engagement Committee - shall create, develop, and implement programs to ensure that PCULYP membership and community-at-large is informed and educated on political issues that affect their lives and communities.

Community Service Committee - responsible for developing, coordinating and providing volunteer opportunities for outreach services that aid and assist the neighborhood, environmental and business needs of the community on behalf of PCULYP. The Community Service Committee works face-to-face and hand-in-hand with community members to establish partnerships to improve and strengthen our community and our relationship with the youth.

Fund Development Committee - shall plan and execute fundraising activities in conjunction with the PCUL CEO (or liaison), CFO, and PCUL Young Professionals Executive Committee and Young Professionals members.

Marketing & Communications Committee - responsible for promotion and marketing of all events and activities planned by PCULYP. Establishes relationships with local media outlets. Creates and develops news release templates. Produces, maintains and distributes PCULYP literature (brochures, information cards, etc.). Manages PCULYP social media and event/communication management accounts.

Membership Committee – shall coordinate membership campaign events to promote Young Professionals growth, maintain the membership roster ensuring that each member completes a registration form when fees are paid. Also provides all new members with a membership packet.

Personal & Professional Development Committee - focuses on developing programs to help individuals grow as professionals and achieve personal success. By seminars, workshops, conferences, and other enrichment activities this committee will strive to provide various opportunities to fulfill the specific needs of the young professional.

Social & Cultural Committee - responsible for supporting the general programs and needs of the membership body. Organizing events that encourage community involvement and provide unique opportunities for Young Professionals to meet and share experiences within Tampa Bay.

Section 3. Pinellas County Urban League Young Professionals will consist of the following standard Ad Hoc Committees:

Elections Committee – responsible for preparing slate of candidates for election to office and assuring that qualification are met, distribution of Elections Packet, and overseeing elections



during the November elections General Body Meeting. Members shall be elected by the membership, and the chairperson selected from the elected members.

Hospitality Committee – shall spread cheer and sunshine wherever needed. In the case of death of an immediate family, a mother, spouse, sister, father, child or a brother, a donation not to exceed \$25.00 will be sent to the member. In the case of illness of a Young Professionals member, cards of cheer should be sent after five (5) days of illness. In the case of hospitalization, a plant or flowers are to be sent to the member, the price not to exceed \$25.00. Courtesies extended during periods of hospitalization will be limited to two (2) per year.

Article XI: Finances

Section 1. Check writing procedures shall be in accordance with PCUL financial policies. All check requests shall be processed by PCUL Finance Department. All activities involving fund raising or disbursement of monies shall be administered in accordance with direction from PCUL CFO.

Section 2. The Treasurer shall submit a budget for approval at the beginning of the fiscal year. (January)

Section 3. No debt or expenditure shall be made except by approval of the PCUL CEO, CFO, and a majority vote of financial members present at a regular Young Professionals meeting or a duly noticed special meeting. All requests of a financial nature must be submitted to the Treasurer by voucher ***with receipts or contracts prior to expenditure***, which shall be submitted to PCUL CEO (or liaison), and CFO for final approval.

Section 5. There shall be a budget established for the delegate and alternate(s) to the Regional and National Conference. Expenses eligible include registration, transportation, room, and a ticket to the Young Professionals Luncheon. The President or alternate is required to bring back a report on the NULYP's portion of the conference if expenses are covered. However, if the Young Professionals finances attendance for the entire week, the delegate must report coverage of the rest of the conference. Receipts must be submitted to receive reimbursement.

Section 6. All Young Professionals contracts must be approved by PCUL CFO, and signed by the Urban League CEO/President or his/her designee.

Article XII: Liaison

To assure the proper relationship and communication with the on-going activities of the Urban League, the Young Professionals will be assigned a staff liaison by the CEO. The Liaison will serve in an advisory capacity to the Young Professionals and will attend executive committee and regular Young Professionals meetings. He/she shall not be eligible to serve as a voting



member of the Young Professionals, or official committee member on a local, regional or national committee, chair a committee or hold any Young Professionals office.

Article XIII: Policies

Additional policies and procedures may be adopted to assure the smooth running of the organization. These policies may be updated as necessary; however, adequate notice must be given to the members regarding a vote on their adoption or change and they must be adopted by the body. All such policies or procedures shall be subject to the approval of PCUL President/CEO.

Article XIV: Parliamentary Authority

All matters not covered in Pinellas County Urban League’s Young Professionals Constitution and Bylaws shall be governed by the current edition of Robert’s Rules of Order and the Procedures Manual of the National Council of Urban League Young Professionals.

Article XV: Amendments

Member shall be provided at least one (1) week advance notice, in writing, of a proposed change in the Bylaws. A quorum (majority of financial members present at any duly noticed meeting) will be needed to adopt the change. All Bylaws changes are subject to the approval of the Affiliate President/CEO.

This document was adopted at the meeting of Pinellas County Urban League Young Professionals

On _____

Required Signatures

_____ Date: _____

Young Professionals President

_____ Date: _____

Young Professionals Secretary

_____ Date: _____

Affiliate President/CEO