

# CONSTITUTION OF THE YOUNG LATINO PROFESSIONALS OF GREATER KANSAS CITY

**Approved by the Executive Board on: October 20, 2016**

## ARTICLE I

### NAME & MISSION

Section 1.1: The name of the organization shall be Young Latino Professionals of Greater Kansas City. The organization shall also be known as YLP.

Section 1.2: The mission of YLP is to develop leaders by providing opportunities for professional and cultural development, networking, and civic engagement.

## ARTICLE II

### MEMBERSHIP

Section 2.1: A YLP member shall be one who pays a membership fee.

Section 2.2: The membership fee shall be recommended by the membership committee and approved by the YLP executive board.

## ARTICLE III

### MEETINGS OF MEMBERS

Section 3.1: General membership meetings. The organization shall hold biannual meetings called by the YLP executive board.

Section 3.2: Special meetings may be called by any member. A written request for such a meeting must be delivered to the parliamentarian. The requesting member must collect signatures of at least twenty-five (25) percent of members within 30 days of submission of the written request. If the threshold is met, a special meeting must be held within 30 days of submission of signatures. A meeting invitation shall be provided to the membership.

Section 3.3: Meetings of the YLP executive board shall be held at pre-arranged **date once a month and is divided into an open and closed session**

**A. Open Session. First 30 minutes of the meeting will be an open forum for committee chairs and/or co-chairs to provide updates on their projects. There is no need for quorum to be present for this meeting to happen. Any voting required from this session should be done during the closed session.**

**B. The rest of the meeting shall be closed and at least 50 percent of the voting members of the YLP executive board shall constitute a quorum.**

Section 3.4: Special meetings of the YLP executive board shall be called by the parliamentarian.

## ARTICLE IV

### **OFFICERS & DUTIES**

Section 4.1: Officers shall consist of a president, executive vice president, secretary, treasurer, parliamentarian, vice president of membership, vice president of strategic initiatives, Latinos of Tomorrow representative (non-voting) and president emeritus (non-voting). The officers shall be elected by the members at the year-end annual meeting. All offices are held for a period of two calendar years. An officer shall not be elected for more than two terms in any given office. Officers shall have further powers and duties as listed herein or as consistent with the constitution.

Section 4.2: Officer duties are as follows:

A. The **president** shall supervise the organization's affairs and activities and shall serve as the organization's chief officer. The president shall make an annual report thereon to the members and shall convene regularly scheduled meetings of the YLP executive board.

B. The **executive vice president** shall work with the president affairs of the organization. The executive vice president shall assume the president's duties in the president's absence, and preside over YLP executive board meetings and regular membership meetings in the president's absence. If the president resigns or is removed from office prior to the expiration of their term, the executive vice president will become president.

C. The **secretary** shall be responsible for keeping records of YLP executive board actions, including overseeing the taking of minutes at all YLP executive board meetings, sending out meeting announcements, and distributing copies of minutes and the agenda to each YLP executive board member. The secretary shall be the custodian of the following records: YLP executive board meeting minutes, committee reports and any other records deemed necessary by the YLP executive board.

D. The **treasurer** shall keep the books of the organization, disburse funds as required, work alongside the president to prepare the budget, help develop fundraising plans, make financial information available to all members and report at each YLP executive board meeting and annual membership meeting. The treasurer may issue notices of dues payable and be responsible for the collection thereof. The treasurer shall also prepare a report for review by his/her successor. The treasurer shall prepare an annual budget for submission to the Greater Kansas City Hispanic Collaborative.

E. The **parliamentarian** shall interpret and enforce the constitution. The parliamentarian shall ensure meetings are conducted in a timely manner. The parliamentarian shall oversee all election procedures and protocols. The parliamentarian shall receive and forward all grievances to the YLP executive board.

F. The **vice president of strategic partnerships and initiatives** shall create, strengthen and/or sustain strategic partnerships and initiatives that positively impact YLP and its membership; elevate the visibility of YLP and leverage its networks to access resources and increase YLP's sphere of influence. The vice president of strategic partnerships and initiatives will work closely with the YLP executive board and committee chairs to explore, identify and maximize all appropriate opportunities.

G. The **vice president of membership** supports the established YLP committees to ensure the

quality of the value proposition that YLP provides to its members. The vice president of membership also manages and maintains the membership database. The vice president of membership works with the treasurer to manage the collection of membership fees. The vice president of membership is responsible for resolving member grievances. The vice president of membership will also work with the parliamentarian to manage the absentee ballot process.

H. The **Latinos of Tomorrow (LOTs) representative** shall serve as a liaison between LOTs and YLP in an advisory role. The LOTs representative will ensure that LOTs and YLP are working collaboratively to fulfill both of the organizations' missions. This position is non-voting and appointed by the YLP executive board.

I. The **president emeritus** shall serve as an advisor to the YLP executive board. This position is non-voting and appointed by the YLP executive board.

**Section 4.3: Conflict of Interest. If any two executive board members get involved in a romantic relationship while in office they need to disclose it to the rest of the board members. It is up to the discretion of the rest of the executive board members if this will cause a conflict of interest in future motions that needs to be voted on.**

## ARTICLE V

### COMMITTEES

Section 5.1: There shall be five standing committees: communications, membership, philanthropy, professional development. The YLP executive board may create additional committees as needed. The YLP executive board reserves the right to appoint committee chairs in the event the committee does not select its own chair. Committees shall report monthly to the vice president of membership and quarterly to the YLP executive board.

## ARTICLE VI

### ELECTIONS

Section 6.1: Elections shall be held during the year-end biannual meeting. Newly elected officers shall assume their duties beginning January 1 following the election. Out-going officers shall remain active until December 31 following the election.

Section 6.2: Only members are eligible to vote.

Section 6.3: Election guidelines:

A. A member shall only run for one open position each election cycle.

B. Nominations shall be submitted to the parliamentarian **15** days prior to the year-end biannual meeting. The YLP executive board **determined the appropriate nomination process in**

**subsections i through vi of section 6.3.A. The YLP executive board is responsible for communicating to the YLP general membership 30 days before the year-end biannual meeting the positions that are open.** If there are no nominations for an open position, nominations will then be accepted from the general membership at the year-end biannual meeting. A nominee must be physically present to accept nomination or to run for the open position. If there are no nominees from the general membership, the presiding president on January 1 will present a nominee to the YLP executive board for approval to fill the open position.

- i. Any member submitting an application needs to be up to date with his/her dues, otherwise their application won't be valid.**
- ii. All members that want to be nominees for any open position need to present a letter of intent and a copy of their resume to the parliamentarian & president via email. During the year-end biannual meeting nominees will be asked to say a few words explaining why they should be elected into the board position they are applying to.**
- iii. Either the parliamentarian or the president will acknowledge receiving the application within 48 hours.**
- iv. Board members that resigned their position before their term was over are not eligible to run again within the same calendar year. If they choose to run again in another calendar year; they are required to disclose they have held a position and resigned in their application as well as to all members at the year-end biannual meeting.**
- v. An active board member is allowed to run for another position prior to their term ending. Their current position will not be open to general membership unless they get elected to their new position. In that case the board will provide opportunities for all members to submit application to the newly open position by December 31st of that year. The special election will be held during the open meeting session of the January executive board meeting.**
- vi. Any nominee needs to disclose in their letter of intent and to the membership if they have any direct relatives on the board or are involved in a romantic relationship with anyone currently serving or running for board positions.**

C. Voting will be by secret ballot. Ballots will be counted by the parliamentarian, with simple majority winning. The current president will count the votes for an open parliamentarian position.

D. In the event of a tie, a revote will be held for the tied nominees.

E. If a member is not able to attend the year-end biannual meeting, they will be eligible to vote by proxy as determined by the YLP executive board. The member needs to email information about the proxy at least 24 hours prior the meeting for approval.

F. Ballots will be available for examination upon request.

Section 6.4: The election cycle will consist of the following:

A. President, executive vice president, and vice president of membership shall be up for election on even years.

B. Treasurer, secretary, parliamentarian, and vice president of strategic partnerships and initiatives shall be up for election on odd years.

## **ARTICLE VII**

### **REMOVAL FROM OFFICE**

Section 7.1: Any officer or committee chair may be removed from office as a result of failure to fulfill the duties and obligations of said office or for conduct detrimental to the best interests of the organization.

## ARTICLE VIII

### **AUTHORITY TO BIND**

Section 8.1: No member of YLP shall enter into any contract or agreement or otherwise obligate YLP except by explicit and written authorization of the YLP executive board.

Section 8.2: YLP shall not enter into any debt agreements including, but not limited to, opening lines of credit, incurring accounts payable, IOUs or contracts of the like, unless by explicit and written authorization of the YLP executive board.

Section 8.3: The YLP executive board has a fiduciary duty to YLP to remain fiscally solvent and not operate with a negative cash balance.

## ARTICLE IX

### **YLP EXECUTIVE BOARD RESIGNATIONS AND VACANCIES**

Section 9.1: A YLP executive board member may resign from the board. The resigning board member must submit a written letter of resignation. Once the letter is received, the YLP executive board must vote to approve the resignation.

Section 9.2: If a YLP executive board position becomes open before the expiration of the respective term, the president will then submit a nominee for the open position to the YLP executive board for approval. If the nominee is approved, then they will serve the remainder of the term.

**Section 9.3: The Executive board can also vote to move current board members to different positions prior to the president submitting any nominees or holding a special election.**

**Section 9.4: If the position is not fulfilled by the president's nominee or other board members then the executive board can hold a special election during the open session of their board meeting. The board will communicate to the general membership the open position and the same nomination process guidelines, eligibility and voting process as established on sections 6.2 and 6.3 are to be followed. The board needs to send all communication two weeks before the meeting and all applications need to be submitted 48 hours prior to the meeting.**

## ARTICLE X

### **AMENDMENTS**

Section 10.1: This constitution may be amended when necessary by a majority of the YLP executive board. Proposed amendments must be submitted to the parliamentarian and said proposed amendments shall be presented by the parliamentarian to the YLP executive board for approval. This constitution may also be amended when necessary by a three-quarters (3/4) vote of the members present at a regular or special meeting, provided that written notice of the proposed amendment has been communicated.

## **Article XI**

### **DISSOLUTION**

Section 11.1: A motion of dissolution of YLP must be approved by the YLP executive board.

Section 11.2: In the event of dissolution of YLP, all appropriated funds shall become assets of the Greater Kansas City Hispanic Collaborative.