

Operating Guidelines of the  
**Clarksville Young Professionals**

ARTICLE I: NAME & PURPOSE

Section 1.1: The name of the organization, operating as a committee of the Clarksville Area Chamber of Commerce, shall be Clarksville Young Professionals (CYP).

Section 1.2: The purpose of this organization shall be to create a platform for Young Professionals to build relationships, develop professionally, become politically and philanthropically active, and contribute to the economic development and high quality of living in our community.

ARTICLE II: MEMBERSHIP

Section 2.1: Any individual between the ages of 21 and 45, both inclusive, shall be eligible for active membership.

Section 2.2: Active membership shall cease on the member's anniversary of joining or renewing his/her membership in the organization, following his/her 45th birthday.

Section 2.3: Membership is defined as membership of the CYP and does not suggest membership of the Chamber of Commerce or entitlement to such benefits.

ARTICLE III: MEETING OF MEMBERS

Section 3.1: Regular Meetings. The organization shall hold a business meeting at least once a month. Special meetings may be called by a majority of the Executive Committee and notice of such meeting shall be emailed to each member at least seven (7) days prior thereto.

Section 3.2: Annual Meeting. The Annual Meeting of the organization shall be held in June of each year and said meeting shall coincide with the Regular Meeting for that month, unless otherwise set by the Executive Committee.

Section 3.3: Meetings of Executive Committee. Meetings of the Executive Committee shall be held at prearranged dates. At all said meetings, a simple majority of the Executive Committee shall constitute a quorum.

Section 3.4: Special Meetings. Special meetings of the Executive Committee shall be called by the Chairman or by the Secretary at the request of at least three (3) members of the Executive Committee.

## ARTICLE IV: OFFICERS AND DUTIES

Section 4.1: Officers and Duties. There shall be four (4) officers consisting of a Chairman, Vice-Chairman, Secretary, and Treasurer. All offices are held for a period of one year (July 1 to June 30), with the person holding the position of Vice-Chairman becoming Chairman the following year. Their duties are as follows:

Section 4.2: The duties of the Chairman shall include chairing the meetings of the Executive Committee as well as the business meetings and annual meeting of the chapter, providing an agenda for such meetings, acting as spokesperson and shall have such other duties as may be prescribed herein or by the Executive Committee.

Section 4.3: The duties of the Vice-Chairman shall include taking the Chairperson's place in the event of his or her absence.

Section 4.4: The Secretary shall record the minutes of the Executive committee, the annual meeting and the business meetings of the organization.

Section 4.5: The Treasurer shall handle the finances of the organization.

## ARTICLE V: COMMITTEES

Section 5.1: There shall be five (5) standing committees—Professional Development, Community Service, Social and Networking, Recruitment and Membership, and Marketing. The Executive Committee may create additional committees as needed. Standing Committee Chairmen shall be appointed by the incoming Chairman at the annual meeting, and shall serve a term of one (1) year, beginning July 1. There shall be no limit on the number of terms a committee chair can serve.

Section 5.2: The Executive Committee shall be comprised of thirteen (13) members to include: four (4) elected officers, five (5) standing committee chairs, two (2) at-large board members to be elected annually by the membership at the annual meeting, the immediate Past-Chairman (non-voting, ex-officio member) and a Chamber representative (non-voting member). This Executive Committee shall serve as a governing body for the organization. It is responsible for the overall policy and direction of the organization and shall possess authority, duties, and responsibilities as contained herein or as consistent with these Operating Guidelines.

Section 5.3: The Professional Development Committee shall be responsible for providing members with opportunities to enhance their leadership and professional skills, to connect with other current community leaders and to build successful careers and lives in the region.

Section 5.4: The Community Service Committee shall be responsible for connecting Young Professional members to philanthropic and volunteer programs by promoting opportunities for participation, involvement and leadership.

Section 5.5: The Social and Networking Committee shall be responsible for hosting, coordinating and promoting events and activities within the community to connect Young Professionals with one another.

Section 5.6: The Recruitment and Membership Committee shall be responsible for identifying and recruiting potential Young Professional members and leaders by promoting the benefits of membership.

Section 5.7: The Marketing Committee shall be responsible for supporting the objectives of the other committees and fostering growth of the organization through a combination of marketing, advertising and public relations.

## ARTICLE VI: ELECTIONS

Section 6.1: Elections shall be held during the Annual Meeting in June. Newly elected officers shall assume their duties beginning July 1.

Section 6.2: Nominations for officer elections must be submitted in writing to members of the Executive Committee no later than June 1.

Section 6.3: The offices of Vice Chairman, Secretary, Treasurer and At-large Executive Board Members shall be elected by secret ballot by a plurality of the active membership.

## ARTICLE VII: REMOVAL FROM OFFICE

Section 7.1: Any officer, committee chair, or general member may be removed from office and/or membership 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.

Section 7.2: The removal process consists of the following procedures:

1. A petition stating the charge shall be filed with the Secretary and signed by two-thirds (2/3) of the Executive Committee or by two-thirds (2/3) of the active membership.
2. The Secretary shall notify each member at least fifteen (15) days before the question is placed on the agenda of the general membership meeting.
3. Written notice of the charge or charges against him/her shall be presented to the officer, committee chair, or general member at least 20 days prior to the question's placement on the agenda of the general membership meeting.

4. A hearing on the charges shall be conducted whereby the petitioners shall present their case first, said officer, committee chair, or general member shall be heard second, and the vote shall be taken third. A quorum must be present at this meeting and two-thirds (2/3) of those voting shall be necessary to remove said officer or committee chair from office or general member from membership.
5. In the event that the officer sought to be removed is the Secretary, the Treasurer shall receive and distribute the petition. Should the Chairman be the officer sought to be removed, the Vice Chairman shall preside during the removal proceedings. No removal proceedings shall be based more than once on the same evidence.

#### ARTICLE VIII: AUTHORITY

Section 8.1: No member of this organization shall contract for or incur any debt or enter into any agreement or otherwise obligate the Chamber of Commerce except by authorization of its Board or Executive Committee.

Section 8.2: This Committee operates at the will of the Chamber of Commerce Board of Directors and is governed in all silent areas of these operating guidelines by the by-laws of the Chamber of Commerce.

#### ARTICLE IX: AMENDMENTS

Section 9.1: These Operating Guidelines may be amended when necessary by a majority of the Executive Committee. Proposed amendments must be submitted to the Executive Committee for approval. These Operating Guidelines 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 emailed to each member at least fifteen (15) days prior to the date of such meeting.

*Adopted July 9, 2008  
Amended June 3, 2009*