



BOISE YOUNG PROFESSIONALS ARTICLES OF ASSOCIATION

HISTORY

The Boise Metro Chamber of Commerce (BMCC) launched Boise Young Professionals (BYP) in October of 2006 with the goal of attracting and retaining a diverse young talented workforce in the region.

ARTICLE I PURPOSE

1.1. Name

The name of this association shall be Boise Young Professionals or BYP (hereafter referred to as BYP).

1.2. Policy

BYP shall operate in conformity with the procedures, rules, and guidelines set forth in this Articles of Association.

1.3. Boise Metro Chamber Association

BYP is associated with the Boise Metro Chamber and will work within the procedures and guidelines of the chamber. The creation and funding of BYP by the Boise Metro Chamber is a result of the implementation of the chamber's focus on workforce development.

1.4. Strategic Direction

The BYP Leadership Team shall work in an advisory capacity with the BYP Director/Manager to provide strategic direction for BYP. The BYP Leadership Team is not an official board of directors and does not have fiduciary responsibilities for the program. As a program of the Boise Metro Chamber of Commerce, the BMCC Board of Directors and Executive Committee have final authority over BYP.

1.5. Mission

Attract, develop and retain a talented workforce in the Boise Valley by connecting, empowering and engaging young professionals.

Vision

The Boise Valley is comprised of a diverse, connected, involved and prepared reservoir of world-class talent who are prepared to lead, create, innovate and influence as the community evolves.

1.6. Purpose

The Boise Young Professionals (BYP) program is dedicated to attracting, developing and retaining young talent. BYP is headquartered in downtown Boise, but seeks to act as a catalyst to connect, empower and engage young professionals (YPs) throughout the Boise Valley. BYP is a program of the Boise Metro Chamber of Commerce.

1.7. Staffing



Staffing of BYP will be through the Boise Metro Chamber and shall consist of a manager or director. Additional chamber staff will also support BYP. Staff adjustments may be made at the discretion of the Boise Metro Chamber.

1.8. Signatory Authority and Financial Decisions

All financial and budgetary decisions must be approved by the Boise Metro Chamber's BYP Director/Manager. Only the BYP Director/Manager, or designated Boise Chamber staff liaison, has full signatory authority for booking events and approving financial transactions.

1.9. Organizational Structure

BYP shall be comprised of members referred to as Volunteers. Volunteers will be organized into groups referred to as work teams. The person or persons charged with overseeing the strategies, goals, and objectives of the work teams shall be organized into a group referred to as the leadership team.

BYP shall have Sponsors and Employer/Corporate Members solicited by the BYP Leadership Team, volunteers, members and Chamber staff. The Boise Metro Chamber will support the development and implementation of these efforts.

BYP shall have strategic partners throughout the Boise region. These partners will include various organizations, which encourage diversity, young professional development, and other areas included in the mission of BYP.

1.10. Calendar

BYP shall operate on a calendar year with the fiscal term beginning January 1 and ending December 31.

1.11. Member Privacy and Protection

The BYP membership roster cannot be sold to anyone for any reason. All communications (electronic, phone, and mailed) will be used for BYP purposes only.

1.11.1 Sponsors and Advertisers

Sponsorship and advertising opportunities are available through BYP. These opportunities will allow companies and organizations to post their logo and other company related information on BYP emails, the BYP website and other collateral. Sponsors and advertisers will not be given the full contact list of BYP for any reason.

1.11.2 Facebook, Blogs, LinkedIn and Other Social/Business Networking Links

BYP will have group pages on social and business networking sites linked from the BYP website. Participation is voluntary and postings are not controlled by BYP. BYP is not responsible for individual postings of contact information on these sites.

**ARTICLE II
BYP VOLUNTEER**



2.1 Application

To be a BYP Volunteer, an individual over the age of 21 shall notify the appropriate work team representative. This representative will mainly consist of a chairperson. This contact will be available on the BYP website at www.boiseyp.org/involvement.

2.2 Code of Conduct

All BYP Volunteers shall be members in good standing. To be a member in good standing, a volunteer shall provide all relevant information requested on the membership application and adhere to the procedures, rules, and guidelines set forth by these Articles of Association.

If any member or volunteer is acting in an unprofessional or inappropriate manner their BYP membership will be discontinued.

2.3 Attendance

A volunteer shall make an effort to attend all events and meetings for the work team the volunteer has committed, and all major BYP events.

2.4 Number of Volunteers

The number of individuals who become volunteers shall not be limited in number. If the number of volunteers exceeds capacity of committee meetings (consistent attendance over 20), then the BYP Director/Manager will work with the appropriate work team chair to determine a solution. work teams are currently combined efforts and could possibly be separated to focus on one specific area of emphasis.

2.5 Work Teams

Every Volunteer may be a part of a work team. Volunteers are encouraged to participate in only one work team per year. Volunteers are welcome to sign up for more than one team, but should first consider the time commitment and determine if it is acceptable with their schedule.

2.6 Removal of a Volunteer

Removal of a member may occur upon a vote of a majority of the leadership team. Upon removal, written notice shall be provided to the work team member. All materials, work, and property of BYP shall be returned to the leadership team within five days from receipt of the written notice.

**ARTICLE III
BYP WORK TEAMS**

3.1 Establishment

The Leadership Team established work teams are necessary to accomplish the mission and purpose of BYP. Three core work teams will lead the operations and development of programs and services for BYP. The purpose of these core work teams shall be as follows:

3.1.1 Professional & Leadership Development



Purpose: To create and implement events, programs, services, and/or educational opportunities to enhance the professional and leadership development of young professionals in the Boise region.

3.1.2 Community & Civic Involvement

Purpose: To identify and address opportunities to connect, empower and engage young professionals through community service, philanthropy and civic involvement in the Boise Valley community.

3.1.3 Events & Networking

Purpose: To oversee the quality, design and implementation of BYP events and networking opportunities. This team focuses on making each event and BYP opportunity memorable, fun, informative and valuable to the members of BYP. Happy Hour, Monthly Luncheons, Arts & Culture events and BYP 101 are all under the supervision of this work team.

3.2 Sub-Committees of the Leadership Team

3.2.1 BYP Chair-Elect Nomination/Selection Committee

Purpose: To oversee the nomination and selection process to determine the incoming BYP Chair-Elect.

3.2.2 Marketing

Purpose: The BYP Director/Manager and Assistant will lead the marketing efforts of BYP and will work with the marketing liaisons on the BYP Leadership Team to oversee the marketing and branding of BYP. Create and coordinate communications efforts to promote BYP events, news and happenings.

3.2.3 Membership

Purpose: Everyone on the leadership team is expected to help build the membership of BYP. This sub-committee will evaluate exit surveys and work to improve the membership and retention of BYP.

3.1.6 Executive Team

Purpose: To provide additional support for leadership decision making and strategic planning when necessary.

3.3 Work Team Chair

3.3.1 Work Team Chair Defined

Each work team shall have a leader referred to as a work team chair and a co-leader referred to as a work team chair-elect.

3.3.2 Work Team Chair Term

Each work team chair and chair-elect shall serve for a term of one year and shall be limited to serving only two terms in the same leadership position. It is strongly preferred that all work team chairs and work team chair-elects be employed by a member of the Boise Metro Chamber or personally be a member of the Boise Metro Chamber, but it is not required. However, at least 60% of the leadership team must be comprised of Chamber members.

3.3.3 Work Team Chair Requirements

Work Team Chairs cannot be employed by the Boise Metro Chamber – Due to the potential for a conflict of interest, staff members of the Boise Metro Chamber cannot serve as a team leader.

Highly encouraged to attend 50% or more of BYP featured events – Decided that as members of the leadership team, leadership team members should be at a reasonable number of BYP events each year (50% or more). The leadership team is the face of the organization and it is important for them to have a presence at BYP events.

Highly encouraged to attend 75% of leadership team meetings – Since most of the main decisions and program issues are discussed at leadership team meetings, it is very important to have high attendance at these meetings.

Highly encouraged to maintain regular contact with their work team at least once a month (meetings/email) – This will ensure that work team members are informed and involved.

3.3.4 Work Team Chair Election Process

The work team chair and work team chair-elect shall be determined and elected by the following process:

Nominations for work team chairs and chair-elects are accepted from work team members. Current team members would have the first opportunity to move into a leadership position. Current team leadership then makes recommendations to the leadership team. The leadership team must approve recommendations. In the instance that there are no appropriate team members to serve in leadership positions, the leadership team would open the position up to other work teams and members.

Team chairs not able to complete their term must alert the leadership team by September of the current year.

Nominations for team chairs should be brought to the leadership team at the October leadership team meeting or at the call of the BYP Chair.

All team chairs for the subsequent year shall be confirmed by the November leadership team meeting.

The Regular term for team leadership takes effect on Jan. 1 of each year.

3.3.5 Removal of a work team chair or chair-elect may occur upon a vote of a majority of the leadership team. Upon removal, written notice shall be provided to the team chair. All



materials, work, and property of BYP shall be returned to the leadership team within five days from receipt of the written notice.

ARTICLE IV BYP LEADERSHIP TEAM

4.1 Members of the BYP Leadership Team

The BYP Leadership Team shall be comprised of a chair, chair-elect, immediate past chair, work team chairs, program sponsor seats, and immediate past work team chairs. The BYP Director/Manager shall also sit on the leadership team and will be the chamber staff representative/liaison for the BYP program.

4.1.1 Chairperson

The chair shall serve for a period of one year.

The chair's responsibilities include: (1) Leading all leadership team meetings (2) participating and planning all long-range BYP planning efforts (3) keeping the Boise Metro Chamber apprised of BYP activities (4) working with the BYP Director/Manager (5) soliciting new sponsors (6) soliciting new members of BYP (7) developing community partnerships and (9) keeping all parties up to date (10) attending as many BYP events as possible (mainly the large annual events).

The chair must be a member of the chamber and adhere to working requirements. If the chair is not fulfilling their duties, the chair can be removed from office by a vote of a majority of the leadership team.

4.1.1 Chair-Elect

The chair-elect shall serve for a period of one year and then will become the Chair of BYP, unless they elect not to serve as chair or are not fulfilling their duties as chair-elect.

The chair-elect's responsibilities shall include: (1) assisting the chair in the chair's responsibilities (2) participating and planning all long-range BYP planning efforts (3) serving as the chair in the chair's absence (4) soliciting new members of BYP (5) working with chair to build community partnerships (6) attending as many BYP events as possible (7) actively promoting BYP.

The chair-elect must be a member of the chamber and adhere to working requirements. If the chair-elect is not fulfilling their duties, the chair-elect can be removed from office by a vote of a majority of the leadership team.

4.1.2 Chair-Elect Election Process

A nomination committee should be developed and confirmed by the leadership team at the July leadership team meeting. Nomination committee shall include the following nine people:

- Immediate Past Chair – Leader of nomination committee
- Current Chair
- Current Chair-Elect
- Three leadership team members, one chosen by each of the following: past chair, current chair, chair-elect. These should be members not interested in the next year's chair-elect position
- Two BYP work team or general members – selected by the current chair and chair-elect
- BYP Director/Manager from the Boise Chamber staff

October leadership team meeting – Approval of nomination committee; nomination request submitted to leadership team (due one week after the September leadership team meeting)

Nomination committee accepts nominations from leadership team. Each nominee is then contacted by the nomination committee and given the opportunity to accept or reject the nomination.

If nominees accept, they must provide the following to the nomination committee by the end of October (date determined each year):

- Resume
- Written statement
- References (2 professional, 2 personal)

Nomination committee reviews nominee information between mid to late October. Nomination committee meets the first week of November. The committee must come to a majority decision. Selected nominees shall be interviewed by the nomination committee.

The nomination committee members have the opportunity and responsibility to contact the candidates and/or ask questions of the members of the nomination committee in advance of the November leadership team meeting, if desired.

The leadership team will then vote to accept the recommendation of the nomination committee. The leadership team must have a majority decision. Members of the leadership team not able to attend that meeting may be able to submit their vote prior to the meeting to the current Chair of BYP.

4.1.3 Immediate Past Chairs

The immediate past chairs' responsibilities shall include: (1) participating and planning all long-range BYP planning efforts; (2) providing historical perspective on BYP issues; (3) soliciting new member of BYP; and 4) actively promoting BYP. Regular attendance at leadership team meetings is not required, but encouraged. These individuals will be called on for council and advice, but are not expected to contribute time and effort to meetings on a regular basis.

4.2 Meetings



The leadership team shall meet from time to time but not less than one time each and every month to discuss the progress of the work teams in fulfilling the mission and purpose of BYP.

If any of the members of the leadership team is not fulfilling their duties, they can be removed from office by a vote of a majority of the leadership team.

ARTICLE V SPONSORS

- 5.1 BYP sponsors shall be solicited and coordinated through the Boise Metro Chamber's regular sponsorship management process. Sponsorship levels are coordinated by the Boise Metro Chamber and through the advisement of the BYP Work Teams.
- 5.2 BYP shall participate in the Boise Metro Chamber's attempts to assist in acquiring funds for BYP.
- 5.3 BYP is not limited to funding through the Boise Metro Chamber. If additional funds are needed, BYP can solicit and acquire said funds as needed, upon approval from the leadership team.
- 5.4 All BYP Program Sponsors will be given one seat on the leadership team for the year of their sponsorship.

ARTICLE VI MISCELLANEOUS

6.1 Amendments

These Articles of Association may be altered, amended or repealed and new Articles of Association may be adopted by the leadership team of BYP at any regular or special meeting.