**THE UNIVERSITY OF LOUISVILLE**

**YOUNG or EMERGING PROFESSIONALS (YEP)**

**CONSTITUTION**

*ARTICLE I: ORGANIZATION NAME AND INFORMATION*

1. **Name:** The name of this organization shall be “Young or Emerging Professionals” (hereinafter referred to at “YEP”) of the University of Louisville (UofL). The organization was officially established on August 15, 2019.
2. **Affiliations:** This organization is affiliated with the Employee Success Center at the University of Louisville.

*ARTICLE II: MISSION AND PURPOSE*

1. **Mission**: The mission of the YEP employee resource group is to support the personal and professional development of young professionals or emerging professionals who are new to UofL or new to a career path. *Note: These definitions are not meant to be exclusive. UofL employees who self-identify with either of these terms are welcome and eligible for membership.*
2. **Purpose**: The purpose and specific objectives of YEP are:
   1. To provide development, both professional and personal, for young or emerging professionals at UofL;
   2. To foster a community of support among young or emerging professionals at UofL through events and networking opportunities;
   3. To enhance the university culture by assisting with policy consideration and changes through the lens of young or emerging professionals at UofL; and
   4. To be visible around campus in the hopes of encouraging new initiatives and better practices tailored towards young or emerging professionals at UofL.

*ARTICLE III: MEMBERSHIP*

1. **Membership Requirements:** Membership is free and open to all active UofL employees who support the mission and purpose outline in Article II. Membership is tracked through the official mailing list form on the YEP website.
2. **Statement on Diversity & Inclusion:** YEP aims to cultivate an equitable community where all young or emerging professionals are welcomed and empowered to develop their professional careers and networks. In alignment with the Cardinal Principles, we support the inclusion of all regardless of where your journey began or where it may lead you.  This organization and its members shall not discriminate against any individuals for reasons of race, national origin, color, religion, gender, age, veteran status, sexual orientation, and/or ability status.
3. **Termination of Membership:** A member may terminate their membership at any time by unsubscribing from the mailing list or vacating the official Teams channel. Membership is automatically terminated if the Member vacates their employee role at UofL.
4. **Membership Benefits:** Membership shall entitle Members to hold office or be eligible for appointment to committees, and to participate in programs and/or initiatives of the organization.

*ARTICLE III: EXECUTIVE COMMITTEE*

1. **Voting Officers:** The Executive Committee includes voting and non-voting, ex-officio members. The voting officers consist of the following:
   1. President
   2. Vice President/President-Elect
   3. Fundraising Coordinator
   4. Administrative Coordinator
   5. Communications and Marketing Coordinator
   6. Diversity Coordinator
   7. Membership Coordinator (up to 2 positions)
   8. Programming and Events Coordinator (up to 2 positions)
2. **Non-Voting Officers:** Past-President, Executive Champion, and the Special Advisor (Employee Success Center) shall serve in a non-voting, ex-officio role to the Executive Committee.

*ARTICLE IV: OFFICER DUTIES AND RESPONSIBILITIES*

1. **President**  
   This position is a one-year commitment. Volunteer commitment averages 10-15 hours per month. The President shall automatically receive a standing invitation to transition into ex-officio status on the Executive Committee as Past-President following their one-year term of office.
   1. Attend all YEP events.
   2. Chair the Executive Committee and publicize, represent, and oversee the affairs of YEP.
   3. Serve as or designate an *ex-officio* member of all YEP committees.
   4. Keep the membership fully informed and advised as to the business of YEP.
   5. Work closely with stakeholders, both internally and externally, to further the collaborative work of the organization.
   6. Appoint chairs of committees, in consultation with the Executive Committee, and if members do not volunteer or are elected to serve.
   7. Sign, with the Fundraising Coordinator any bonds, contracts, agreements, or other instruments on behalf of YEP; except in cases where the signing or execution thereof shall be expressly delegated to some other officer or agent.
   8. Authorize and manage users' access to administrative accounts deemed necessary to conduct the business for the organization, including but not limited to the ProCard, and coordinate any required university training for account holders.
   9. Pass ProCard certification and serve as backup proxy and/or holder of the YEP ProCard in accordance with UofL policies and procedures.
   10. **Maintain current and accurate records of all fiscal matters related to YEP.**
   11. Take other actions as requested by the Executive Committee that are in the interests of YEP.
2. **Vice President/President-Elect**This position is a one-year commitment. Volunteer commitment averages 10-15 hours per month. The Vice President/President-Elect shall automatically become President following their one-year term of office.
   1. Attend all YEP events.
   2. Perform those functions delegated to the Vice President by the President.
   3. Serve as an advisor to the President on matters related to the organization.
   4. Serve as an advisor to all Standing Committees and ad hoc committees at the request of the president.
   5. Serve in the absence of the President as requested.
   6. Assume and perform all the duties of the President in case of long-term absence, disability, or vacancy in the office.
   7. Responsible for coordinating team-building activities and personal or professional training for the Executive Committee in consultation with the President, including but not limited to updating the onboarding checklist and related training materials to help committee members be successful in their role.
   8. Serve as back up to the Administrative Coordinator for recording meeting minutes for the Executive Committee.
   9. Perform other duties and exercise such other powers as may be assigned occasionally by the President or designee.
3. **Past-President**  
   The President will transition to Past President and hold ex-officio status for one year following their one-year term of office. Volunteer commitment hours will vary based on availability and need.
   1. Serve as an advisor to the President.
   2. Oversees special projects as needed, reporting to the President.
   3. Attend YEP events as able.
4. **Fundraising Coordinator**  
   This position is a one-year commitment with the option to extend for a second year. Volunteer commitment averages 10-15 hours per month.
   1. Attend all YEP events.
   2. Responsible for organizing the annual Raise Some L fundraising event for YEP, working in partnership with the UofL Office of Advancement.
   3. Report on the status of the gift account at YEP Executive Committee meetings.
   4. Manage the gift account and the budget for the organization.
   5. Coordinate events in partnership with the Programming and Events Coordinators related to fundraising goals and cultivating relationships with potential and existing donors.
   6. Perform other duties and exercise such other powers as may be assigned occasionally by the President or designee.
5. **Administrative Coordinator**  
   This position is a one-year commitment with the option to extend for a second year. Volunteer commitment averages 10-15 hours per month.
   1. Attend all YEP events.
   2. Serve as the official recorder of all business proceedings of YEP, including the Executive Committee meetings; collect and maintain the minutes of all other committee meetings.
   3. Record and distribute (electronically) approved meeting minutes to the Executive Committee.
   4. Maintain a current, accurate membership list.
   5. Maintain database and implement an efficient way for staff to access files and records (e.g. filing letters received, copies of letters sent, committee reports, lists of committees, volunteer agreement forms, etc.)
   6. Have on hand at each meeting an agenda, minutes of the previous meeting, committee reports, and bylaws.
   7. Coordinate the review process of the Constitution and Bylaws as needed and ensure that general body and special meetings are conducted according to the bylaws.
   8. Respond to inquiries from a wide variety of internal and external parties, including handling communications through the service account.
   9. Pass ProCard certification and serve as primary proxy of the YEP ProCard in accordance with UofL policies and procedures
   10. Order and maintain inventory of office supplies as directed; ensure that all items are invoiced and paid on time.
   11. Schedule meetings, room reservations, and maintain calendars.
   12. Perform other duties and exercise such other powers as may be assigned occasionally by the President or designee.
6. **Communications and Marketing Coordinator**  
    This position is a one-year commitment with the option to extend for a second year. Volunteer commitment averages 10-15 hours per month.
   1. Attend all YEP events.
   2. Serve as the chair of the Communications and Marketing Committee.
   3. Serve as the webmaster of the YEP website and related social media.
   4. Maintain all social media or other platforms approved by the Executive Committee.
   5. Plan, produce, design, and distribute all approved communications and marketing materials for YEP-related events via email, website, the university calendaring system, and other media platforms.
   6. Take photographs or video special programs and events, as requested by the Executive Committee, for archival purposes.
   7. Create a repository and catalog system for photos, videos, and other media.
   8. Establish a system for cross-training and sharing access to media with other designees.
   9. Stay up to date on university technology training to maintain the website and other media platforms.
   10. Ensure consistency with the organization’s brand and make recommendations for adjustments to communications strategies and practices.
   11. Perform other duties and exercise such other powers as may be assigned occasionally by the President or designee.
7. **Diversity Coordinator**  
   This position is a one-year commitment with the option to extend for a second year. Volunteer commitment averages 10-15 hours per month.
   1. Attend all YEP events.
   2. Serve as the liaison to the University Diversity Council and regularly inform the Executive Committee of the progress regarding the group's efforts.
   3. Cultivate relationships with other employee resource groups on campus to seek out opportunities for collaboration.
   4. Collaborate with the Programming and Events Coordinator to lead, design or facilitate diversity and equity workshops, presentations, learning opportunities and other strategies that promote diversity, equity, and inclusion.
   5. Ensure the YEP website material and communications are updated and inclusive, including YEP’s diversity and inclusion statement, and work with the Communications and Marketing Coordinator to make changes as needed.
   6. Serve as an advocate for YEP members looking for assistance related to diversity and inclusion matters that pertain to their role at UofL.
   7. Develop and implement diversity-related initiatives that are of interest to members.
   8. Maintain an awareness of issues within and outside the university that pertain to diversity concerns and advise the Executive Committee.
8. **Membership Coordinator**  
   This position is a one-year commitment with the option to extend for a second year. Volunteer commitment averages 10-15 hours per month.
   1. Attend all YEP events.
   2. Serve as the chair of the Membership Committee**.**
   3. Welcome and contact all new YEP members and provide information about YEP and continue outreach efforts thereafter.
   4. Responsible for identifying and promoting professional development opportunities for the Communications and Marketing Committee to share with membership.
   5. Represent and support YEP at various events, including but not limited to events sponsored by the UofL Employee Success Center.
   6. Recommend opportunities and relevant support resources for the Communications and Marketing Coordinator to share with membership.
   7. Coordinate membership engagement survey to gather, review, and analyze feedback to help identify initiatives and strategies to increase membership.
   8. Coordinate efforts for the YEP member spotlight feature.
   9. Develop and implement recognition initiatives for membership.
   10. Stay current on the latest trends and developments impacting young and emerging professionals.
   11. Serve as backup to the Administrative Coordinator for the service account.
   12. Perform other duties and exercise such other powers as may be assigned occasionally by the President or designee.
9. **Programming and Events Coordinator**This position is a one-year commitment with the option to extend for a second year. Volunteer commitment averages 10-15 hours per month.
   1. Attend all YEP events.
   2. Serve as the chair of the Programming and Events Committee.
   3. Responsible for planning and organizing social activities, programs, and events for the organization.
   4. Work in collaboration with the Fundraising Coordinator to coordinate fundraising initiatives approved by the Executive Committee.
   5. Collaborate with other groups/organizations on or off campus to co-sponsor social activities, programs, and events for YEP.
   6. Maintain and update the events calendar for the organization.
   7. Maintain attendance logs for events.
   8. Gather, review, and analyze post-event evaluations and report outcomes to the Executive Committee.
   9. Coordinate and plan the annual celebration for officers and committee members in collaboration with the President or other designee.
   10. Perform other duties and exercise such other powers as may be assigned occasionally by the President or designee.
10. **Executive Champion**This is a non-voting, *ex-officio* position on the Executive Committee. There is no term limit.  Volunteer commitment hours will vary based on availability.
    1. Serve as a champion of the group.
    2. Give strategic direction to align with the university’s overall strategy.
    3. Help to identify measurable success criteria that support goals.
    4. Provide advice and counsel to guide the group’s development.
    5. Connect to a broad network of relationships.
    6. Serve as a liaison to the executive team.
    7. Help actively to identify and overcome obstacles and resistance within the organization.
    8. Support the group through communication and visibility.
    9. When necessary, help identify resources to support the group’s goals including financial needs.
    10. Attend YEP events as able.
11. **Special Advisor (Employee Success Center)**  
    This is a non-voting, *ex-officio* role on the Executive Committee. There is no term limit. Volunteer commitment hours will vary based on availability.
    1. Serve as an advisor to the President and Executive Committee on matters related to the organization.
    2. Recommend internal and external stakeholders who could be of value and support the organization.

*ARTICLE V: COMMITTEES*

1. **Standing Committees:** All Standing Committees shall be established and (re)convened within thirty (30) days of the academic school year as designated by the chair of the committee.
   1. Executive Committee
   2. Communications and Marketing Committee
   3. Diversity Committee
   4. Membership Committee
   5. Programming and Events Committee
2. **Executive Committee Duties and Responsibilities** 
   1. The President shall serve as Chair of the Executive Committee.
   2. In seeking to join the Executive Committee or to fill vacancies, the Committee considers the following to be minimum qualifications that a candidate must possess:
      1. Commitment to the mission of the organization.
      2. Sufficient time to devote to attending monthly Executive Committee meetings, committee meetings, and commit to participating in key events.
      3. Ability to cultivate relationships and work collaboratively with others.
      4. Ability to strengthen the organization and add diversity to the mix of individuals comprising the Executive Committee.
   3. The Executive Committee shall establish and charge ad hoc committees as deemed appropriate or necessary, to conduct the work of YEP. An ad hoc committee is understood to be a temporary body established for undertaking projects/initiatives deemed important yet are outside the duties and responsibilities of established Standing Committees.
   4. The Executive Committee shall consult with the special advisor, the executive champion, or other University resource persons, as deemed necessary, to fulfill the mission of YEP.
   5. The Executive Committee shall have general supervision over the affairs of YEP, shall arrange its general body (i.e. business) meetings, and perform such duties and responsibilities as are specified in this Constitution. Specific supervisory duties include:
      1. Fill all vacancies in any office or committee by majority approval, until the next election;
      2. Consult with the President on appointees;
      3. Audit or review the Annual Report of the Fundraising Coordinator
      4. Approve any expenditures made on behalf of YEP over $500;
      5. Propose, receive or review petitions for amendments to the Bylaws;
      6. Make decisions or recommendations for any other business as appropriate.
3. **Communications and Marketing Committee Duties and Responsibilities** 
   1. This committee is chaired by the Communications and Marketing Coordinator.
   2. Any member of YEP can volunteer to serve on this committee, provided there are spots available and member is approved by the Executive Committee.
   3. In seeking to join this committee or to fill vacancies, desirable candidates will have experience or interest in communications and marketing, social media, web development, creative media, and/or public relations either through education, work, or volunteering.
   4. This committee is responsible for managing the website and other media resources related to the promotion of YEP related programs, events, and social activities. Activities related to this charge are to:
      1. Promote YEP related programs, events, and social activities approved for distribution by the Executive Committee.
      2. Contribute to the development of content to support communications and marketing efforts.
      3. Help to ensure information on the YEP website is accurate and current.
      4. Take photographs or video special programs and events, as requested by Communications and Marketing Coordinator.
      5. Performs other duties as assigned.
   5. Term limit for committee members is one-year. Committee members who serve in good standing shall have a renewable one-year commitment with approval by the Executive Committee.
   6. Time commitment is an average of 5-8 hours per month but may vary depending on special events and assignments agreed upon.
4. **Diversity Committee Duties and Responsibilities** 
   1. This committee is chaired by the Diversity Coordinator.
   2. Any member of YEP can volunteer to serve on this committee, provided there are spots available and member is approved by the Executive Committee.
   3. In seeking to join this committee or to fill vacancies, desirable candidates will have experience or an interest in diversity, inclusion, and equity, creating and implementing policies and opportunities for engagement, and public enrichment either through education, work, or volunteering.
   4. This committee is responsible for the inclusion and welcoming of members, development of new policies to align with the Cardinal Principles and UofL’s Diversity Council, and identifying the gaps and opportunities within YEP to enrich a sense of belonging for members. Activities related to this charge are to:
      1. Represent YEP by sharing and implementing DEI principals in their units and throughout the organization.
      2. Engage directly with members at events, welcoming them and helping them feel connected to the organization.
      3. Recommend events, education, and opportunities to be featured in YEP communications.
      4. Contribute to the development and implementation of policies and resources for membership.
      5. Performs other duties as assigned.
   5. Term limit for committee members is one-year. Committee members who serve in good standing shall have a renewable one-year commitment with approval by the Executive Committee.
   6. Time commitment is an average of 5-8 hours per month but may vary depending on special events and assignments agreed upon.
5. **Membership Committee Duties and Responsibilities** 
   1. This committee is chaired by the Membership Coordinator.
   2. Any member of YEP can volunteer to serve on this committee, provided there are spots available and member is approved by the Executive Committee.
   3. In seeking to join this committee or to fill vacancies, desirable candidates will have experience or an interest in recruitment, relationship building, and public speaking either through education, work, or volunteering.
   4. This committee is responsible for the recruitment and retention of members and identifying the needs of the membership base. Activities related to this charge are to:
      1. Represent YEP during UofL’s new employee orientation sessions and facilitate presentations.
      2. Represent and support YEP at various events, including but not limited to events sponsored by the UofL Employee Success Center.
      3. Engage directly with members at events, welcoming them and helping them feel connected to the organization.
      4. Recommend members to be featured in the monthly spotlight.
      5. Identify and promote development opportunities for membership.
      6. Performs other duties as assigned.
   5. Term limit for committee members is one-year. Committee members who serve in good standing shall have a renewable one-year commitment with approval by the Executive Committee.
   6. Time commitment is an average of 5-8 hours per month but may vary depending on special events and assignments agreed upon.
6. **Programming and Events Committee Duties and Responsibilities** 
   1. This committee is chaired by the Programming and Events Coordinator.
   2. Any member of YEP can volunteer to serve on this committee, provided there are spots available and member is approved by the Executive Committee.
   3. In seeking to join this committee or to fill vacancies, desirable candidates will have experience or interest in planning, organization, time management, leadership, and relationship building either through education, work, or volunteering.
   4. This committee is responsible for the planning and coordination of YEP-related programs, events, and social activities and providing support for fundraising efforts. Activities related to this charge are to:
      1. Assist with planning, logistics, preparation, and execution of all programs and events, including set up and take down, and serving as a moderator as needed.
      2. Contribute creative ideas for programming and events.
      3. Support fundraising initiatives approved by the Executive Committee.
      4. Performs other duties as assigned.
   5. Term limit for committee members is one year. Committee members who serve in good standing shall have a renewable one-year commitment with approval by the Executive Committee.
   6. Time commitment is an average of 5-8 hours per month but may vary depending on special events and assignments agreed upon.

*ARTICLE VI: EXPECTATIONS AND COMMITMENT OF SERVICE*

1. **Expectations of Leadership:** All officers and committee members must adhere to the following expectations upon acceptance of their role.
   1. Be committed to the mission, goals, and policies of the organization.
   2. Attend required meetings/events and come prepared to participate.
   3. Follow the Cardinal Principles set forth by the university and maintain good standing with the university.
   4. Perform the functions and work of the organization to the best of one’s ability.
   5. Be knowledgeable about the organization and the way in which it operates.
   6. Support the work of the committee and positively contribute to assisting the committee to reach its goals and meet its timelines.
   7. Read the agenda and the materials thoroughly in advance of the meeting.
   8. Maintain the confidentiality of organization information and do not give unauthorized access to administrative accounts or compromise the integrity of the organization by sharing passwords, or other access to information.
   9. Uphold the Constitution and Bylaws of the organization.
2. **Commitment of Service:** All committee members are expected to commit the time required and fulfill the tasks associated with each held position. The time commitment includes an estimation of time to plan, implement, and execute meetings, events, and other services for YEP, including but not limited to attending on/off campus meetings for YEP and completing work that may occur outside of normal business hours. In this effort, supervisor or manager support of officer and committee member should be secured prior to seeking any appointed term. Executive Committee officers will serve a year term with the option to extend to a second year (unless otherwise noted). Term limit for committee members is one-year. Committee members who serve in good standing will have a renewable one-year commitment with approval by the Executive Committee.

*ARTICLE VII: NOMINATION, SELECTION, AND APPOINTMENT*

1. It shall be the duty of the President, in consultation with the Executive Committee, to appoint all designated committee members and positions within the organization.
   1. The Executive Committee may include general members of the ERG in the selection process.
   2. No persons seeking appointment should participate in the nomination, selection, or appointment to maintain the integrity and confidentiality of the process.
   3. Persons seeking appointment must meet the requirements needed to hold the position and possess the required availability and dedication to perform their duties according to the bylaws.
   4. Each person participating in the selection process shall have the right to cast one vote. There shall be no proxy voting.
   5. The President-Elect/Vice President position shall automatically succeed to the President. In the unlikely event that the President-Elect/Vice President is unable to assume the role of President, interested members with one or more years of demonstrated leadership experience will be considered for the role of President prior to other members.
   6. Executive Committee officers shall hold office for one year with the option to extend for an additional year (unless otherwise noted) or until their respective successors have been appointed.

*ARTICLE VIII: MEETINGS*

1. **Membership Meetings**: Regular or general body meetings of the Membership shall be held as needed.
2. **Executive Committee Meetings**: Regular meetings of the Executive Committee shall be held monthly. The Executive Committee in consultation with the President may elect to pause regular meetings and any nonessential tasks and activities during the summer months as needed.
3. **Special Meeting:**. Special meetings may be called by: a) the Executive Committee, b) the President, or c) with a written request to the Executive Committee by at least three (3) members. A written request must be reviewed and approved by the Executive Committee before any said special meeting is held.
4. **Notice of Meeting**: Notice of meetings, shall be in writing and delivered at least ten days before the meeting. Notices of special meetings shall state that it is a special meeting being called and may be given orally or in writing at least forty-eight hours prior to the meeting time.
5. **Remote Participation for Meetings**: Remote participation includes but is not limited to telephone, video, or such other means by which persons may communicate with each other on a simultaneous basis. Participation in a meeting by any of the above-mentioned means constitutes attendance at a meeting if approved by the Executive Committee officers and/or committee chairs.
6. **Agenda**: The meeting agenda shall be devoted to (an) issue(s) or topic(s) of interest or concern to YEP. The Executive Committee, for the purpose of presentation to the general body, shall receive agenda items in writing prior to a regular meeting from the Administrative Coordinator. Additional items may be added to the agenda at any general body meeting by majority vote of those present.
7. **Voting/Quorum**: Except as otherwise provided in these bylaws, decisions shall be by vote of a majority of those present and eligible to vote at any meeting at which there is a quorum. A majority of the total number of officers shall constitute a quorum at Executive Committee meetings.

*ARTICLE IX: FUNDING*

1. **Main Source of Funding:** This organization shall be funded through the Employee Success Center. The Special Advisor will inform the Executive Committee of the allocated funding in June of each year. The budget will be managed by the Fundraising Coordinator and the President.
2. **Additional Funding Sources:** Beyond the allocated budget, the organization may choose to fundraise through Raise Some L or other methods. Fundraising efforts should be approved by the Special Advisor.
3. **Fiscal Year:** The fiscal year shall be July 1 through June 30 or as deemed by the university.

*ARTICLE X: AMENDMENTS*

1. **Majority Vote:** This constitution shall be amended by a vote of 2/3 majority of Executive Committee officers at any regular committee meeting.
2. **Regular Revisions:** The Executive Committee shall do a comprehensive review of this constitution in May of each year and make amendments if seen fit.
3. **Notification of Changes:** When changes are made, an updated version of the constitution document will be uploaded to the YEP website.

*ARTICLE XI: CERTIFICATION*

**Date Ratified**: September 2, 2021

**Date Revised**: April 7, 2022

**Date Revised**: February 19, 2024

**BYLAWS**

*ARTICLE I: MEMBERSHIP*

1. **New Member Enrollment:** Any UofL employee who self-identifies as aligned with YEP’s mission and purpose may become a member of YEP at any time by signing up for the mailing list on YEP’s website.
2. **Recurring Membership:** Membership will automatically roll over each academic year unless a member or the organization terminates their membership, until the member is no longer employed by the University of Louisville.
3. **Membership Termination:** A member may terminate their membership at any time by unsubscribing from the mailing list or vacating the official Teams channel. Membership is automatically terminated if the Member vacates their employee role at UofL. The Executive Committee or the Employee Success Center may also terminate a membership if a member violates the bylaws or behaves in a manner inconsistent with the mission and purpose of the organization.

*ARTICLE II: SELECTION OF OFFICERS*

1. **Executive Committee:** Executive Committee members shall be elected by general body members each year in April unless otherwise specified. Elections will be held via anonymous electronic ballot distributed to the YEP mailing list and elections will remain open for one calendar week to ensure members have a chance to participate.
2. **Special Committees:** Special Committees will be appointed by the President with the support of the Executive Committee. To be considered for committee appointment, members can fill out an interest form available year-round on YEP’s website.

*ARTICLE III: SELECTION OF ADVISOR*

1. **Employee Success Center:** The Special Advisor shall be appointed by the UofL Employee Success Center.
2. **Executive Champion:** The Executive Champion shall be appointed by the Executive Committee with assistance from the Special Advisor.

*ARTICLE IV: EXPIRATION OF TERM*

1. **Term of Office.** Executive Committee officers shall hold office for the period of one year (unless otherwise noted or until their respective successors have been appointed) with the option to extend for an additional year. The term of office for officers will commence on June 1 of each calendar year and end on May 31.
2. **Relinquishing Records.** Executive Committee officers and committee chairs shall submit all official YEP documents or records—including meeting minutes, correspondence, purchased materials/supplies, passcodes to digital media/archives—to the President or Secretary immediately or within thirty (30) calendar days of vacating a position due to expiration, termination, or resignation of office.
3. **New Officers Transition Meeting**. A transitional meeting shall be convened within thirty (30) days of the new term of the Executive Committee in which the YEP policies and procedures are discussed and shared among new and departing officers.

*ARTICLE V: RESIGNATION, TERMINATION, AND ABSENCES*

1. **Resignation:** Executive Committee officers and committee chairs/members, desiring to resign from said position, shall submit a resignation in writing to the Executive Committee. Officers will be asked to provide a recommendation for

potential members who could serve in the role after their resignation. The Executive Committee shall fill vacancies and unexpired terms.  

1. **Termination:** Executive Committee officers and committee chairs/members may be removed from office at any time for nonfeasance, malfeasance, or conduct detrimental to the interests of YEP, for lack of sympathy with its objectives, or for refusal to render reasonable assistance in carrying out YEP’S mission and purpose as prescribed in the Constitution and Bylaws.
2. **Absence Policy:** Executive Committee officers may be removed due to excused absences, more than two unexcused absences from committee meetings in a year.

*ARTICLE VI: AMENDMENTS*

1. **Majority Vote:** This constitution shall be amended by a vote of 2/3 majority of Executive Committee officers at any regular committee meeting.
2. **Regular Revisions:** The Executive Committee shall do a comprehensive review of this constitution in May of each year and make amendments if seen fit.
3. **Notification of Changes:** When changes are made, an updated version of the constitution document will be uploaded to the YEP website.

*ARTICLE VII: CERTIFICATION*

**Date Ratified**: September 2, 2021

**Date Revised**: April 7, 2022

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