

# **Leadership Pocatello-Chubbuck Association**

## **Operating Protocols**

### **Article I**

#### **Name and Statement of Purpose**

Section 1. These Protocols and the Appendix shall pertain to the Leadership Pocatello-Chubbuck Association (LPCA).

Section 2. The purpose of this Association is to initiate and maintain positive, action-oriented leadership. The Association shall utilize resources of the community to productively address various challenges of economic opportunity, education, community image, political climate and human needs.

Section 3. Leadership Pocatello-Chubbuck Association is a committee of the Greater Pocatello-Chubbuck Chamber of Commerce (Chamber).

### **Article II**

#### **Board of Directors**

Section 1. Composition and Terms.

The Board of Directors is comprised of not more than fifteen (15) Leadership Alumni which include the Officers and Committee Chairpersons.

- a) One (1) Director shall be the current President, have one (1) vote, and serve a twelve (12) month term.
- b) One (1) Director shall be the immediate Past President, have one (1) vote, and serve a twelve (12) month term.
- c) One (1) Director shall be the President Elect, have one (1) vote, and serve a twelve (12) month term. The President Elect shall serve, following Board approval, terms as the President and Past President.
- d) One (1) Director shall be the Treasurer, have one (1) vote, and serve a twelve (12) month term.
- e) One (1) Director shall be the Secretary, have one (1) vote, and serve a twelve (12) month term.
- f) One (1) Director shall be a representative of the Pocatello-Chubbuck Chamber of Commerce or a member of the Chamber Board of Directors, have one (1) vote, and serve a twelve (12) month term.
- g) One (1) Director shall be the Project Committee Chair, have one (1) vote, and serve a twelve (12) month term.
- h) One (1) Director shall be the Alumni Committee Chair, have one (1) vote, and serve a twelve (12) month term.
- i) One (1) Director shall be the Lead Facilitator for the current class, have one (1) vote, and serve a twelve (12) month term.
- j) No more than six (6) Directors shall be appointed by the President from the alumni, subject to approval by the Board of Directors. Each Director shall have one (1) vote,

serve a twelve month term and may serve as a Committee Chair or special project assigned by President.

Section 2. Officers.

- a) The officers of the Association shall be President, President Elect, Secretary, Treasurer and Past President. No Director shall hold more than one (1) office at one time, unless approved by the LPCA Board of Directors.
- b) The Executive Committee shall be made up of the President, President Elect, Secretary, Treasurer and Past President.
- c) The nomination and election of President Elect, Secretary and Treasurer shall be held annually. Nominations shall come from any member of the LPCA Association and shall be held during the month of August.
- d) Officers shall be installed by October 1 of each year.

Section 3. Duties of Officers.

- a) The President shall be the presiding officer of LPCA and its meetings, be responsible for all Committee Chair assignments and for the operation of the Association. In order to oversee all activities of LPCA, the President shall not Chair any standing committees. She/he shall be responsible for representing LPCA to the Chamber and the public, and shall attend the monthly Chamber of Commerce Board of Director's meetings to facilitate communication.
- b) The Past President of the Association shall oversee the Diplomats and the Alumni Committee Chair. The Past President is responsible for the preparation of the graduation party for the graduating class and the collection of points from the Diplomats. The Past President shall set the time, place and program and ensure that Diplomat vests and graduation certificates are presented at graduation. The Past President oversees the work of the Alumni Chair, whose committee is responsible for two annual events.
- c) The President Elect shall assist the President in the completion of his/her duties and act as the liaison to the current Leadership Class Facilitators, provide the Facilitators with their Guidelines, oversee the current class and ensure they abide by the class rules. The President Elect shall assume the responsibilities of the President, if the President is unable to fulfill the duties of the office.
- d) The Treasurer shall be responsible to present for approval an annual revenue and expenditure budget to the LPCA Executive Board by September 1<sup>st</sup> of each year. The Treasurer shall be responsible to maintain communication with designated Chamber Employee in regards to payables and receivables. All disbursements must be approved budgeted amounts. The Treasurer will have the authority to approve any variance on class budget of \$100.00. The Treasurer shall be responsible for partnering with Chamber employee for presentation of monthly financial reports to be given at each LPCA Board meeting. Annually, the out-going Treasurer shall provide the year-end financial report to the LPCA Board at the reorganizational meeting in October. The Association's fiscal year is October 1 through September 30.

- e) The Secretary shall be responsible for recording the minutes of all regular and special meetings of the Association. She/he shall present the minutes monthly to the Board of Directors for approval. In August, the secretary is responsible to see that the designated Chamber staff member seek nominations from the Alumni Association for officers of the Board of Directors. Once nominations for officers are closed, the Secretary is responsible to see that the designated Chamber staff member send an electronic ballot to all alumni and Diplomats, who shall return ballots by the specified date. Ballots shall be counted by an employee of the Chamber and an executive board member. The results will need to be made public prior to September 15<sup>th</sup> of a calendar year.
- f) The LPCA Executive Committee may remove any Director from the Board of Directors, who has been absent without approval for three (3) consecutive board meetings.
- g) The Board of Directors shall have the authority to set further Protocols and Appendix items not otherwise stated. It shall also have final authority to interpret these Protocols and Appendix.
- h) The Board of Directors shall adhere to the LPCA Operating Protocols and Appendix.
- i) The Executive Committee is to submit to the Chamber of Commerce Board of Directors, by a date specified by that Board, the Leadership Pocatello-Chubbuck Association's annual revenue and expenditure budget.
- j) The Executive Committee may appoint special sub-committees.

Section 4. Other Duties – Project Committee Chair and Alumni Committee Chair.

- a) The Director, who is the Project Committee Chair shall oversee the Project Committee and shall examine and recommend all proposed projects.
- b) All project proposals for the upcoming year shall be submitted to the Association's Executive Board for approval.
- c) The Project Committee Chair shall provide Guidelines to the Project Committee.
- d) The Director, who is the Alumni Committee Chair shall oversee the Alumni Committee and shall plan and host two (2) Alumni Association events per year.
- e) The Alumni Committee Chair shall report committee plans to the LPCA Board of Directors and work closely with the Past President of the LPCA Board.

Section 5. Meetings.

- a) The LPCA Board of Directors shall reorganize annually in October and shall hold regularly scheduled monthly meetings.
- b) Fifty percent (50%) of the Board of Directors, plus one (1), shall constitute a quorum. A quorum shall be required to conduct business regarding Protocols and Appendix, budget, dues and project approval.

**Article 3**  
**Leadership Pocatello-Chubbuck Class Facilitators**

Section 1. Leadership Pocatello-Chubbuck Class Facilitators.

- a) Class Facilitators shall plan, organize and conduct the Leadership Program and follow the Class Facilitator Guidelines.
- b) All Class Facilitators are to be chosen from the most recent class.
- c) Those interested in serving as Facilitators shall submit letters of intent to facilitate and employer letters of consent to facilitate to the current class Facilitators.
- d) The recommended Class Facilitators for the up-coming class shall be submitted to the LPCA Board of Directors for approval.

**Article 4  
Current Leadership-Pocatello Class**

**Section 1.** Current Class.

- a) The current class is accountable to the Class Facilitators.
- b) The Class Facilitators shall provide the class with the Class Member Guidelines.

**Article 5  
Diplomats**

**Section 1.** Leadership Pocatello-Chubbuck Diplomats.

- a) Diplomats shall exemplify positive, action-oriented leadership.
- b) Members of the Diplomats shall serve as representatives of LPCA.
- c) All Diplomats must be either a Chamber member or an employee of a Chamber member in good standing.

**Article 6  
Leadership Pocatello-Chubbuck Alumni**

**Section 1.** Alumni.

- a) Any Leadership Pocatello-Chubbuck Program graduate who successfully completed his/her Diplomat year is an alumni of the LPCA and is eligible to join the Alumni Association.
- b) There is a \$10.00 one-time membership fee to be paid by any alumni who chooses to be a member of the Association. This membership fee entitles the alumni to attend any of the Alumni Association events.

**Article 7  
Amendments to Operating Protocols and Appendix**

**Section 1.** These Operating Protocols and Appendix may be amended and adopted by a two-thirds (2/3) vote of the LPCA Board of Directors.

**Section 2.** These Operating Protocols and Appendix shall be made available electronically to all LPCA alumni, the current Leadership class and Diplomats. The affairs of the Association shall be governed by the Board of Directors, which shall adopt by majority vote, those further Protocols, Appendix and programs necessary to satisfy the purposes of the

Association. A majority vote shall be taken in person at a meeting of the Board of Directors or by an electronic method.

Historic Record of Changes to Previous By-Laws of Pocatello-Chubbuck and Alumni Association

- Amended: November 20, 2003 (Leadership Pocatello Board of Directors)
- Adopted: November 21, 2003 (Greater Pocatello Chamber of Commerce Board of Directors)
- Amended: February 14, 2007 (Leadership Pocatello Board of Directors)
- Adopted: March 23, 2007 (Greater Pocatello Chamber of Commerce Board of Directors)
- Amended: February 12, 2008 (Leadership Pocatello Board of Directors)
- Adopted: March 21, 2008 (Greater Pocatello Chamber of Commerce Board of Directors)
- Amended: September 2, 2013 (Leadership Pocatello Board of Directors)
- Adopted: September 20, 2013 (Greater Pocatello Chamber of Commerce Board of Directors)
- Amended: August 23, 2016 (Leadership Pocatello-Chubbuck Board of Directors)

## APPENDIX I

### Project Committee Selection, Responsibilities and Fund Appropriation Guidelines

- Section 1. Selection. The LPCA President shall appoint the Project Committee Chair, who shall be responsible for selecting Committee members from Alumni and Diplomats. Committee members will have voting rights and serve one (1) year.
- Section 2. Responsibilities. The Project Committee is accountable for making decisions about projects which align with the approved Mission Statement\* of the Committee.
- Section 3. Application. Project Applications are available on line for submission. These applications will be submitted electronically to the designated Chamber staff member. The project chair will need to get access and check on applications frequently in correlation with Chamber office staff.
- Section 4. Fund Appropriation. The Project Committee shall develop a list of recommended projects and present it to the LPCA Executive Board for funding approval. The Project Chair reports to the President, who in turn communicates such to the Executive Board, whose decision is final. The President shall inform the entire Board of Directors of any project decisions. Any denial of funds will need to be communicated by Project Chair in a timely manner.

\*Mission Statement: The Project Committee selects projects that enhance the community in the areas of beautification, culture and charitable contributions. Through these efforts the Pocatello-Chubbuck communities will be more desirable places to live and do business.

Approved: August 23, 2016

## APPENDIX II

### Class Facilitator and Class Member Selection Process and Timeline

Section 1. Facilitator Selection Process and Timeline are as follows:

- There shall be up to six (6) Facilitators per class and they shall be selected from the current class.
- Class members interested in becoming Facilitators shall submit letters of application and employers' letters of consent to either the current Lead Facilitator or the LPCA President Elect by March 1st of each year.
- Class members applying may be interviewed by the Facilitators and the President Elect.
- The current class Facilitators shall present for approval the recommended Facilitators to the LPCA Board of Directors by March 15<sup>th</sup> of each year.
- The LPCA Board of Directors shall have final approval of the Facilitators for the upcoming class.
- The approved group of Facilitators for the upcoming class shall select a Lead Facilitator, who shall be the Facilitator liaison on the LPCA Board of Directors.

Section 2. Class Member Selection Process and Timeline are as follows:

- There shall be up to thirty (30) class members chosen for each LPCA class.
- Persons interested in applying for inclusion in the class shall apply electronically. The President Elect shall review the applicant names through the designated Chamber staff member.
- The application deadline is July 15<sup>th</sup> of each year.
- The President Elect shall create a committee including the President, Past President, incoming Lead Facilitator and three (3) LPCA board members selected by the President Elect.
- The committee shall review all applications, which must have written employer consent.
- The committee shall contact and interview all applicants prior to final recommendations for class selection.
- In considering all applications, the committee shall be responsible to ensure that the class represents a balance of professional demographics. The committee shall also be responsible to determine class size and diversity, and shall also recommend potential scholarship awards.
- The committee shall have its recommended class selection presented to the LPCA Board of Directors for approval by August 1<sup>st</sup> of each year.

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## APPENDIX III

### Class Facilitator Guidelines

Section 1. Chain of Command for Class Facilitators. Class Facilitators are responsible to the LPCA Board of Directors through the designated liaison who is the President Elect

Section 2. Responsibilities. Class Facilitators are selected by the LPCA Board of Directors and they shall be responsible for the following:

- A. Facilitators shall plan, organize and conduct the Leadership Pocatello-Chubbuck Program to include the following:
- Develop a schedule of events for the entire year to be submitted to the President Elect by May 15 of each year for final approval by the LPCA Board of Directors.
  - Develop the schedule and agenda for the Orientation Day and the Class Retreat.
  - Assign one (1) Lead Facilitator to oversee the budget. They will need to work with Treasurer to make sure that budget is on track and all expenses are within board approved budget. This budget is to be submitted to President by August 1<sup>st</sup> annually. Treasurer can approve variances of \$100.00 without board approval.
  - Alter class topics and calendar with the approval of the President Elect and the LPCA Board of Directors.
  - Inform each class member where they are to electronically access the Operating Protocols and Appendix for LPCA, direct current class members to read these documents and provide them with copies of pertinent Guidelines which are included in Appendix.
  - Report to the President Elect.
  - Include the President Elect, the President and Chamber staff liaison in all email Leadership correspondence.
  - Any use of electronic media other than email shall be approved in advance by the LPCA Board of Directors.
- B. Facilitators shall be required to partner with the Pocatello-Chubbuck Chamber of Commerce through the following means:
- Communicate with the Chamber staff liaison and with the LPCA Board of Directors to ensure accurate and cohesive communications, such as newspaper articles, television advertisements, bulletins, flyers and posters.
  - Communicate the schedule of events for the entire year to the Chamber staff liaison.
  - Provide the Chamber staff liaison an agenda of the scheduled classes so that in case of an emergency, class members may be contacted.
  - Provide to class members the Chamber phone number as an emergency contact number, should there be a need for Chamber assistance in the case of a business or family emergency.

C. Facilitators shall adhere to the LPCA Operating Protocols and Appendix.

Section 3.

Grievance Process: In the event there is an unresolved issue or a conflict between participants in the Leadership Pocatello-Chubbuck class, the Facilitators, or a member of the LPCA Board of Directors, the following process shall be used to reach resolution:

- An attempt shall be made to resolve all emerging/unresolved issues or conflicts among the parties.
- In the event the parties cannot resolve the issues or conflicts, a written account of the problems shall be prepared by the parties and submitted to the Lead Facilitator. The Lead Facilitator shall attempt to resolve the problems as quickly as possible.
- In the event the Lead Facilitator is unable to resolve the issues or conflicts, the written account shall be submitted to the President Elect for resolution.
- In the event the President Elect is unable to resolve the problems, the written account shall be submitted to the President for resolution. The President's action is final.

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## APPENDIX IV

### Leadership Pocatello-Chubbuck Class Member Guidelines

Section 1. Leadership Pocatello-Chubbuck Class Members are expected to adhere to the following Class Member Guidelines:

- Ride the designated busses to all class activities. Class members in need of alternate transportation to and from class activities shall have prior approval of the Lead Facilitator.
- Dress in the attire Facilitators deem appropriate for each class function, which includes wearing the Leadership name tag and Leadership shirt. Business casual is the expected attire. Shorts and flip flops are not permitted with the exception of volunteer day.
- Attend the mandatory orientation and retreat.
- Attend all classes. In the case of an emergency, class members are to call the designated Facilitator to report an unexpected absence.
- Present themselves at all times at any Chamber and/or Leadership event in a professional/business manner realizing they are an ambassador of the Pocatello-Chubbuck business community. Further, this professional/business behavior is expected at any Chamber and/or Leadership event in which alcohol is served. Any class member engaging in inappropriate behavior may be asked to leave the class and their involvement with the Leadership Pocatello-Chubbuck Program may be terminated.
- Read and adhere to the Leadership Pocatello-Chubbuck and Alumni Association Guidelines and Appendix.

Section 2. Tuition Requirements. Class Facilitators shall send to class members a letter of acceptance by August of each year. Tuition is due within thirty (30) days of mailing or by September of each year. If payment of tuition is not received by September 30<sup>th</sup>, the class member will not be allowed to finish the program or attend any additional classes. Tuition is non-refundable. In the event that a class member leaves the employment of a sponsoring employer, there shall be no reimbursement for the tuition paid on the class member's behalf.

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## APPENDIX V

### **“Leadership Pocatello-Chubbuck Presents” Event Responsibilities**

Section 1. “Leadership Pocatello-Chubbuck Presents” Responsibilities. “Leadership Pocatello-Chubbuck Presents” is the annual fundraising activity of the Leadership Pocatello-Chubbuck Association and the current Leadership Pocatello-Chubbuck class is responsible for planning and hosting the fundraiser. Class Facilitators are responsible to provide class members with a copy of these event responsibilities. The current class is responsible for solicitation of funds for the fundraiser. However, no funds shall be solicited prior to February 1 of each year.

Section 2. Event Responsibilities. The event responsibilities to be followed by the current class are as follows:

- Include in all marketing the name Leadership Pocatello-Chubbuck Presents and the Pocatello-Chubbuck Chamber of Commerce.
- Set the event for the last Saturday in April, unless otherwise approved by the LPCA Board of Directors.
- Select the theme of the event.
- Consider that participating vendors and sponsors are Chamber members. (In the event that a vendor or sponsor is not a Chamber member, the class shall adhere to the Chamber’s Purchasing Guidelines.)
- Include all Corporate Sponsors in any and all advertising.
- Communicate any and all pertinent information regarding the event to the Chamber’s Leadership Pocatello-Chubbuck staff liaison.
- Service of alcohol at the event shall be in accordance with the rules of the facility hosting the event and in accordance with any permits and licenses.

Amended: November 15, 2011 – Date of Event (Leadership Pocatello Board of Directors)

Amended: November 15, 2011 – Casino Event Directive (Leadership Pocatello Board of Directors)

Amended: September, 2013

Amended: August 23, 2016