

Ottawa Networking of Young eXecs

Bylaws, Policy & Procedures

1. MISSION STATEMENT

We help young professionals achieve independence by making it easier to start, run, and grow a business. To be tomorrow minded, with the best intentions for sustainability and professional growth.

2. Membership

Members must be between the ages of 21 and 45. Anyone from any business, or position within a business, or Illinois Valley Community College Student with verified ID, may join the group. All potential members will need to fill out a New Member Application. Potential members will need to be voted in by the board before becoming an official member.

3. VOTING OF NEW MEMBERS

The current Vice President will present the prospective applicants to the Board monthly. Approval will take place with a majority of the board's vote.

A visitor may attend two consecutive meetings to see if there is an interest in joining. After their second visit, if they are interested in joining, they will be required to review the by-laws with the President and complete all necessary paperwork for submission and member vote.

4. DUES

Annual membership fees are \$40 for members of the Ottawa Area Chamber of Commerce, and \$60 for non-members. Ottawa Area Chamber membership dues are separate and distinct from the group participation fees. Illinois Valley Community College students will have a membership fee of \$10 with verification of student ID. In the event a participant feels they are not benefiting from the group, they may withdraw from the group in good standing without refund. All annual fees collected will be used for group meetings, community events, and any additional operating expenses the group sees fit.

5. ATTENDANCE

Attendance isn't enforced but is highly encouraged. Each member is strongly encouraged to attend the annual meeting/first social for the changing of the board members.

6. MEETINGS

Meetings will include one social networking event on the second Thursday of each month. The networking event can be changed at the discretion of the board. There will be one board meeting per month. Member-only Luncheons will be held on the second Monday once a quarter at noon. Once a quarter an Insight (professional development) meeting will take place.

7. EVENTS/FUNDRAISERS

The board may elect to host additional events/fundraisers throughout the year. The purpose of the events/fundraisers would be to help raise money for scholarships and further professional development events.

8. MENTOR PROGRAM

Upon entering the Mentor Program, the mentor and mentee must sign an agreement between parties. Each agreement is valid for 6 months and can be voided before the end of term or renewed after term if desired. All mentors will need to sign a Mentor Program Ethics List. Both the signed agreement and

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ethics list will have digital copies kept on file on the ONYX drive. Hard copies will be stored at the Chamber office under a ONYX Mentor Program file.

9. COURTESY

When anyone is speaking there should be no interruptions. Questions and comments are to be restricted to the end of the meeting. All excess conversation is prohibited during presentations.

10. GUESTS

Guests may attend a maximum of 2 meetings to determine if they feel the group would benefit them. It is required that each member has a minimum of 1 guest attendance per year.

11. EXECUTIVE BOARD | CHAIR POSITIONS | TERMS & DUTIES

Terms

There is a maximum number of 9 and minimum of 7 board members at all times.

The Executive Board consists of the President, Vice President, Secretary, Treasurer, and Past President.

President, Vice President, Secretary and Past President are one-year rotating terms starting in January each year

New Secretary steps into position

Existing Secretary rotates up to Vice President

Vice President rotates up to President

President rotates out of leadership position into Past President

Executive Board Treasurer will have a three-year term, and can serve multiple consecutive terms if no other candidate is nominated.

An executive board member can serve an extra term if another executive board member steps out of rotation.

The President has the right to create any short-term committee if it is necessary for the group.

President

Oversees Executive Board, Chairs and Members

Preps agenda for upcoming meetings

Leads meetings

Member Accountability

Member removal

Welcomes new members

Vice President

Meeting Reminder Emails

Board Meeting Reminders

Fills in for President when needed

Greeter at meetings and events if Secretary is not available

Group contact for members personal life events

Will send cards & gifts on behalf of the group.

Up to \$50 allowable budget per life event. Paid out of pocket then reimbursed once receipt is given to the Treasurer.

Secretary

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- Takes notes at meetings
 - Turns the notes to minutes and emails to group
- Tracks attendance
- Greeter at meetings and events

Treasurer

- Sends annual invoices to members
 - Tracks payments
 - Collects payments
 - Sends reminders
 - Prepares and maintains annual budget
- Balances checking account
- Reports current financials at each meeting
- Cut checks for expenditures

Past President

- Attends the executive and regular board meetings.

Board Member (non-specific)

- Attends the board meeting.

Chamber Liaison

- Representative of the Chamber of Commerce. Has no voting rights.

All Board Members and Officers have voting rights. A quorum is at least one number above half of all members present with one of them being either the President or Vice President.

12. Committees

Each committee will have a chair person who keeps the committee on task, creates agendas, holds meetings, and reports at the board meeting. Each committee chair does not have a voting right.

Marketing Committee

- Facebook, *LinkedIn*, and *Instagram*
 - Maintains site with current information
 - Post members spotlights and/or specials
 - Post events
- Other Social Media Platforms
 - Will maintain other Social Media platforms as the group adds them

Fundraising Committee

- Organizes the event that the groups choose to be part of from beginning to end
- Recruit's volunteers for the event chosen

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Mentorship Committee

Organizes the program and helps create events with Illinois Valley Community College.

Recruit's new mentors within ONYX

13.ELECTIONS

The Vice President will act as the nominating chair to select their slate of candidates by September. The Vice President will then send their selection to the President. The President will then present the slate to the board at the September meeting. Voting will take place in October. For the slate to be approved, there must be a majority vote of the board. The elected candidates will join the December board meeting to observe how meetings are run. The new board will assume control of the group at the FIRST MEETING in January. Should a vacant position arise during the year, the President will appoint another member to fill the position; if the vacancy is one of the board members, then the entire group will nominate and vote on a new member to fill the position, using the procedure described above.

14. DISAGREEMENTS WITH THE BOARD OF DIRECTORS

Any member who has a complaint or grievance against any member, individual board member or with the board collectively shall put the complaint in writing to the President. The President will talk to the complainant in a one-on-one meeting to get more information. The President will call for a closed Executive Board meeting to review, discuss and respond. The response will be in writing and dated within 2 weeks of receiving such complaint or grievance. If the written response is not satisfactory to the member, he or she and the Executive Board will be invited to a closed meeting to discuss a solution. In the event the above process does not resolve the dispute, the aggrieved member and the President shall mutually agree upon a neutral third party (not a member of the group) to hear the dispute and render a final and binding decision. The aggrieved member shall pay any costs related thereto in full. The parties agree that the foregoing shall be the sole means of resolving disputes and hereby waive their right to sue or litigate such matters.

15. CHANGING/ADDING TO THE BYLAWS

It shall take a 75% majority vote by the entire board to amend the bylaws. The vote shall be by written ballot during a regular meeting with any absent members to vote by proxy and reported to the secretary. After which will be filed with the Ottawa Area Chamber to be voted on by the Ottawa Area Chamber Board of Directors. Changes approved by the Ottawa Area Chamber Board will go into effect after the Ottawa Area Chamber Board meeting.

16. DISSOLUTION OF GROUP

If the group(s) dissolve all material will be handed over to the Ottawa Area Chamber. This includes all documents, group books, all usernames and passwords for any portals used and the checkbook balanced to date.

Presented: January 2023

January 2026

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Proposed: September 2024

Amended: October 2024

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