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**Executive Summary**

* **Mission:**

Striving to create inspired, influential, connected leaders in the community.

* **Vision:**

To engage and retain young workers in Decatur, building toward a secure future.

* **Overview:**

This document was created for Decatur Emerging Leaders to give a complete summary of the group roles and responsibilities.

## Bylaws Of

## Decatur emerging leaders

ARTICLE I – NAME AND PURPOSE

*Section 1 – Name*: The name of this organization will be **Decatur Emerging Leaders**.

*Section 2 – Purpose:* The purpose of this organization is to help enhance Macon County's ability to attract, develop and retain employees.

ARTICLE II – MEMBERSHIP

*Section 1 – Eligibility for membership*: Membership is voluntary and open to all.

*Section 2 – Annual dues:* The amount required for annual dues shall be $35 each year, unless changed by a majority vote of the members at an annual meeting of the majority membership. Continued membership is contingent upon being up-to-date on membership dues.

*Section 3 – Rights of members:* Each member has the right to attend any event coordinated by organization and make suggestions/recommendations to the Leadership Team.

*Section 4 – Roles and responsibilities:* Each member should attend meetings and events to support the goals/mission, promote inclusion and diversity, adhere to all applicable corporate guidelines, policies and procedures, and help to recruit and retain employees for the organization. Members are encouraged to be active on committees and work to be considered to serve on the Leadership Team.

Elections will occur October of each year. Interim leaders will work with the current leaders from October – December to allow for a transition period and will take charge January of the following year.

Succession Planning: For the president role, a 1-year term, the vice president will have the first option to fill this position. If the vice president confirms this position a three-fourths “yes” vote is needed by the leadership board and approval by the advisory board to confirm the vice president to president. If the vice president does not wish to run for the president role, the election will follow the below mentioned process

For the vice president role, a 1-year term, chairmen will have the first option to run for vice president or possibly president. If only one chairmen would like to fill the vice president role, that individual will take over that role after confirmation by the leadership board. A three-fourths “yes” vote must confirm this change in leadership. If multiple candidates are identified, the Leadership Team – made up of the president, vice president, chairmen and committee team members will vote for the candidates. The individual with the most votes will win. If no committee leads want to fill an open vice president position, the same process will be followed for committee team members.

For chairmen role, a 1-year term, committee team members will have the first option to run for that role. The same election process will be followed as mentioned above. Chairmen can serve two consecutive years.

For secretary and treasurer, a 1-year term, committee team members will have the first option to run for that role. The same election process will be followed as mentioned above. Chairmen can serve two consecutive years.

A sub-committee will be formed in September of each year to organize and execute the election process.

*Section 5 – Resignation:* Any member may resign by requesting to be removed from membership by submitting a removal request to the secretary or contacting a leadership member.

ARTICLE III – MEETINGS OF MEMBERS

*Section 1 – Regular meetings:* Regular meetings of the members will be in the form of developmental workshops, volunteer opportunities, and/or networking events.

*Section 2 – Notice of meetings:* Meeting invites will be sent to each member and/or put on a calendar of events.

ARTICLE IV – LEADERSHIP TEAM

*Section 1 – Role, size, and compensation:* The Leadership Team is responsible for the overall policy and direction of the organization and delegates’ responsibility of day-to-day operations to the committees. The Leadership Team can have up to 16 members, but not fewer than 6. The Leadership Team receives no compensation.

*Section 2 – Terms:* All Leadership Team members will serve a term of 1 year in the same position. (Best practice is considered 2 year alternating terms to ensure leadership direction is maintained throughout the selection process).

*Section 3 – Meetings:* The Leadership Team is to meet at least quarterly, preferably monthly. General members are welcome to attend these meetings.

*Section 4 – Leadership appointments or elections:* New members or current leadership members will be appointed by the Leadership Team by means of succession planning or by elections. Final approval of the position of President is at the discretion of the Advisory Board.

*Section 5 – Quorum:* A quorum must be attended by at least forty percent of the leadership members for business transactions to take place and motions to pass.

*Section 6 – Officers and Duties:* The Leadership Team will consist of one president, vice president, secretary, treasurer and chairmen. Their duties are as follows:

*The president* is responsible for general supervision and operation of the organization. The president presides at meetings and directs the group in a way which meets the educational growth and leadership needs of its members. In cooperation with the Leadership Team, the president establishes the organization’s strategy.

*The vice president* assists in the general supervision and operation of the organization. The vice president attends meetings and assists the educational growth and leadership needs of its members. In cooperation with the Leadership Team, the vice president assists the president in the organization’s strategy.

*The secretary* is responsible for all records, correspondence, and publication of the monthly newsletter. S/He is the custodian of the Bylaws and all other official documents. S/He records the minutes of meetings and event meetings.

*The treasurer* will create a report for each board meeting. S/He will assist in the preparation of the budget, help develop plans, and make financial information available to Leadership Team members. The treasurer will be responsible for timely invoicing and payment of all bills.

*Chairmen* are responsible to appoint committee members and create sub committees as needed. Committees are required to create short term and long term goals that align with the organization’s strategy.

*Section 7 – Vacancies:* When a vacancy on the Leadership Team exists mid-term, the officers will appoint an active and qualified member to fill in to the end of the particular leadership member’s term.

*Section 8 – Resignation, termination, and absences:* Resignation from the Leadership Team must be in writing and received by the secretary. A leadership member can be terminated from the Leadership Team due to excess absences or removed for other reasons by a three-fourths vote of the remaining leadership members.

ARTICLE V – COMMITTEES

*Section 1 – Committee formation:* The officers can create committees as needed and will appoint all committee chair(s) for coordination of committee activities.

*Section 2 – Roles and responsibilities:* Each committee is responsible to organize their committee and create sub committees as needed. Committees are required to create short term and long term goals that align with the organization’s strategy.

*Section 3 – Committee meetings:* Committees are to meet at least quarterly, preferably monthly. General members are welcome to attend these meetings. Meetings will be run by the chairmen.

ARTICLE VI –ADVISORY BOARD

*Section 1 – Advisory Board:* The advisory board members are appointed by the Leadership Team, with the exception that a member of the Chamber staff, and member of the Chamber's Board of Directors will always be on the advisory board. The advisory board should consist of 3-10 members. The acting president of the organization is expected to serve on the advisory board after he/she has completed his/her term(s). The Advisory Board members will serve until resignation or until voted out by a two-thirds majority of the Leadership Team. The replacement must be approved by the remaining members of the Advisory Board and elected by a two-thirds majority of the Leadership Team.

The advisory board will act as a mentor, provide high-level guidance, serve as a sounding-board for the organization initiatives, and enhance access and visibility of the organization. The advisory board will meet with the Leadership Team at a minimum once per quarter to provide this support.

ARTICLE VII–. CONTRACTS, LOANS, CHECKS AND DEPOSITS

*Section 1* *– Loans:* No loans shall be contracted on behalf of the group and no evidences of indebtedness shall be issued in its name.

*Section 2 – Checks: Drafts, Etc*. All checks, drafts, or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Decatur Emerging Leaders shall be signed by such two officers, or agent or agents, and in such manner as is from time to time determined by resolution of the Board.

*Section 3 – Deposits:* All funds of the Corporation not otherwise employed shall be deposited from time to time to the credit of the group in such banks, trust companies, or other depositories as the Board may select.

*Section 4– Gifts and Contributions:* The Treasurer may accept on behalf of the group any contribution, gift, bequest, or device as may be consistent with the established purposes of the Corporation and as may be permitted by any applicable local, state, or federal law.

ARTICLE VII - AMENDMENTS

*Section 1 – Amendments:* These bylaws may be amended when necessary by two-thirds majority of the Leadership Team.

EFFECTIVITY

These bylaws were approved February 2016

# Roles and Responsibilities

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| **Title** | **Role** |
| **President** | The President is responsible for general supervision and operation of the group. The President presides at DEL meetings and directs the group in a way which meets the educational growth and leadership needs of members. In cooperation with the Leadership Team, the President establishes long-term and short-term plans. |
| **Responsibilities** |
| * Advocate for Decatur Emerging Leaders
* Liaison for the DEL Advisory Board
* Promote inclusion and diversity
* Manage all committees
* Owner of the mission/vision, strategy (short term & long term), and bylaws
* Clearly defining roles and responsibilities for the Leadership Team
* Engaging the members of the Leadership Team
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| **Title** | **Role** |
| **Vice President** | The Vice President assists in the general supervision and operation of the group. The Vice President attends DEL meetings and assists in the direction and growth of member engagement, tracking retention, managing committees and mentoring program. In cooperation with the Leadership Team, the Vice President works with long-term and short-term plans to achieve the vision of the group. |
| **Responsibilities** |
| * Track the value of DEL (engagement, retention, turnover rate, participation, job offer acceptance rate, etc.)
* Survey members and track metrics
* Development and management of Mentoring Program
* Creates Annual Report
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| **Title** | **Role** |
| **Secretary** | Responsible for all DEL records, correspondence, and communications. Custodian of the Bylaws and all other official DEL documents |
| **Responsibilities** |
| * Take minutes at leadership meetings
* Review all internal and external communication that go beyond the immediate membership prior to dissemination
* Lead on sending communication and upkeep of calendar
* Utilize the DEL Facebook as a key communication tool to promote events, engage with the members and disperse information
* Provide communication support to DEL committees (through Committee Leaders)
* Distribute monthly DEL update to members—highlight DEL events, articles of interest to all members
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| **Title** | **Role** |
| **Treasurer** | Provide general financial oversight for any funds and assets the organization utilizes. |
| **Responsibilities** |
| * Maintain records of all incoming and outgoing funds that the organization is responsible for
* Assist in the preparation of the annual budget
* Make financial information available to Leadership Team members
* Help develop plans
* Ensure proper record keeping and securing of any assets the organization obtains
* Collect member dues
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| **Title** | **Role** |
| **Development Committee** | Provide opportunities for members to develop skills that promote self-awareness, work-life balance, and career success. |
| **Responsibilities** |
| * Organize and lead development events
* Coordinate events with local leaders and professionals: Rise Up and My Story
* Provide resources for external development
* Assist in the development of skills to assist members in customer interaction
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| **Title** | **Role** |
| **Engagement Chair** | Create opportunities for members to expand their professional and social networks as well as build constructive peer and mentor relationship. |
| **Responsibilities** |
| * Maintain and manage distribution list
* Recruit new members
* On-boarding
* Monthly spotlight
* Coordinate (with help of executive team) Sip and Socialize and Table for Ten
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|  **Title** | **Role** |
| **Community Service Chair** | Provide opportunities for members to become engaged in and positively impact local community. |
| **Responsibilities** |
| * Engage the local community for opportunities for our people to serve
* Continually look for and evaluate organizations to engage within the community
* Track hours of service and set annual goals
* Provide detailed information and resources on specific philanthropic and service organizations
* Coordinate and manage community service events for Decatur Emerging Leaders
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| **Title** | **Role** |
| **Board Development Chair** | Provide ongoing review and recommendations to enhance the quality of the board of directors |
| **Responsibilities** |
| * Lead the board in regularly reviewing and updating the board’s description of its roles and areas of responsibility and what is expected of individual board members
* Identify potential board member candidates and explore their interest and availability for board service
* Nominate individuals to be elected as members of the board
* Provide candidates with information needed prior to election to the board
* Design and oversee a process of board orientation, sharing information needed during the early stages of board service
* Design and implement an ongoing program of board information, education, and team building
* Take the lead in succession planning, taking steps to recruit and prepare for future board leadership
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| **Title** | **Role** |
| **Advisory Board** | Provide guidance on DEL's culture and processes, insight on critical success factors, and feedback on organizational performance to the Leadership Team as they develop and implement organizational strategy |
| **Responsibilities** |
| * Meet quarterly with DEL Executive Leadership Team
* Promote and communicate goals and execution
* Advise on mission, vision, goals, and objectives
* Provide network resources for execution
* Must include at least 1 Chamber staff and 1 Chamber Board member at all times
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| **Title** | **Role** |
| **Organization Members** | Support the Organization |
| **Responsibilities** |
| * Attend meetings and events to support the goals and mission of the organization
* Promote diversity and inclusion
* Develop a leadership structure and leadership rotation process
* Adhere to all applicable corporate guidelines, policies, and principles
* Help to recruit and retain employees
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**2017 DEL Board**

**2017 Advisory Board members:**

Mark Sturgell, Paula Heinkel, Jared Broderick

**2017 Leadership Team:**

President: Brian Artime

Vice President: Alex Benz

Secretary: John Fagan

Treasurer: Zane Peterson

Community Service Chair: Alyse Knust

Member Engagement Chair: Evan Hall, Logan May, Christine Fortney

Member Development Chair: Amanda Doyle

Board Development: Andrew Taylor