



Thrive 45° Young Professionals

Operating Procedures

1. **ORGANIZATION**

- 1.1. NAME – The full name of the organization is “Thrive 45° Young Professionals,” also referred to simply as “Thrive 45°,” when appropriate.
- 1.2. PURPOSE(S) – This organization was created to fulfill the following purposes:
 - 1.2.1. To provide support and enrichment opportunities for young professionals in order to improve their overall quality of life.
 - 1.2.2. To provide low-cost programming and training to help young professionals learn new skills and make meaningful connections to advance their career opportunities.
 - 1.2.3. To build camaraderie through social and recreational opportunities in Northern Michigan.
 - 1.2.4. To give back to our community through volunteerism and civic engagement.
- 1.3. NON-PROFIT OPERATION – This organization shall be operated as a nonprofit 501(c)(6), under the Petoskey Chamber of Commerce until such time as the organization feels it’s appropriate to incorporate themselves as a nonprofit entity.

2. **BOARD OF DIRECTORS**

- 2.1. BOARD OF DIRECTORS – The Board of Directors is the governing body of this organization and shall meet as often as necessary, but at least quarterly to ensure that the needs of the organization are being met.
- 2.2. NUMBER, TERMS, AND ELECTION OF DIRECTORS – The Board of Directors shall consist of nine (9) members. Directors may serve as long as they wish, provided they feel they’re adding value to the Board. The Board may choose to hold elections whenever a vacancy is provided, or by majority vote of the directors.
- 2.3. NOMINATIONS OF BOARD DIRECTORS – The Executive Committee is responsible for finding and vetting nominees for Board positions, lead by the Vice Chair. The Committee will submit their candidate recommendations to the Board for review. New Directors will be chosen by majority vote of the current Board of Directors.
- 2.4. REMOVAL – Any Director may be removed by a majority vote of the current Directors, held in a private meeting. The Board may consider

removal of any Director if they have had more than three (3) unexcused absences from Board Meetings in a row, and/or if they have missed more than half of the official organizational events held within one calendar year.

- 2.5. **REGULAR AND SPECIAL MEETINGS** – Regular meetings of the Board of Directors must be held to ensure the organization is running properly. These regular meetings are open to any organization members to attend. Special meetings (such as a Director Removal Meeting) may be called by written request to the Chair and Vice Chair. These Special Meetings may be made private.
- 2.6. **EXCUSED ABSENCES** – An excused absence of any Director may be given if any of the following requirements are met AND by decision of the Executive Committee:
 - 2.6.1. A Director gives at least seven (7) days written warning of missing a Regular or Special meeting of the Board of Directors.
 - 2.6.2. A Director has had a death in the family.
 - 2.6.3. A Director has just had a child in the last ninety (90) days.
- 2.7. **CONFLICTS OF INTEREST** – Directors and committee chairs will share any conflicts of interest in which s/he receives personal, professional, or financial benefit before a vote. It is highly recommended that a director or committee chair abstain himself or herself on a vote with any perceived conflict of interest.
3. **EXECUTIVE COMMITTEE** – The Executive Committee, comprised of a Chairperson, Vice Chair, and Treasurer, shall be elected by a majority vote of the current Board of Directors.
 - 3.1. **TERMS AND ELECTION** – Elections will be held in December of each calendar year, with the beginning of new terms starting the following January. Before a vote is cast, nominations may be made by any member of the Board of Directors present. Each Executive Committee position shall be for a term of one (1) year. Chairpersons are not able to serve for more than two (2) consecutive terms in the same position.
 - 3.2. **REMOVAL** – Any Executive Committee member may be removed by a majority vote of the current Directors, held in a private meeting.
 - 3.3. **VACANCIES** – In the event that an Executive Committee Member is unable to perform their duties, a replacement may be appointed by majority vote of the Board of Directors. The appointed replacement will serve out the rest

of the term that was vacated. At the end of said term, elections will be held as listed in section 3.1.

3.4. **CHAIRPERSON –**

- 3.4.1. Main point of contact for organization
- 3.4.2. Prepares meeting agendas
- 3.4.3. Leads meetings
- 3.4.4. Oversees all chair members to ensure committees are functioning
- 3.4.5. Facilitate collaboration and community involvement
- 3.4.6. Is the main “face” of Thrive 45°

3.5. **VICE CHAIR –**

- 3.5.1. Serve as chairperson of a standing committee
- 3.5.2. Membership growth and retention
- 3.5.3. Step in if Chairperson is unable to fulfill duties
- 3.5.4. Nomination Committee Chairperson

3.6. **TREASURER –**

- 3.6.1. Track accounts, funds, and budgets
- 3.6.2. Keep record of current paid Thrive 45° members
- 3.6.3. Oversee sponsorship development

4. **COMMITTEES**

4.1. **STANDING COMMITTEES –** The following standing committees are to be established:

- 4.1.1. **MARKETING COMMITTEE**
- 4.1.2. **FUNDRAISING AND SPONSORSHIP COMMITTEE**
- 4.1.3. **GIVE-BACK COMMITTEE**
- 4.1.4. **SOCIAL COMMITTEE**
- 4.1.5. **PROFESSIONAL DEVELOPMENT COMMITTEE**
- 4.1.6. **ADVISORY COMMITTEE**

4.2. **COMMITTEE CHAIRS –** The Board of Directors shall elect one Director or Member to serve as Chairperson of each standing committee. These Chairs must be able to attend at least half of the Regular Meetings

4.3. **AD-HOC COMMITTEES –** Committees may be created on an as-needed basis to accomplish a certain goal or task, and put into motion by a majority vote of the Directors. The ad-hoc committee will elect a volunteer member to

serve as the committee chairperson. The committee may be discontinued by a majority vote of the board of Directors.

5. **AMENDMENTS** – These procedures may be amended, no more than quarterly, by a majority vote of the Directors.

Last Amended: May 10, 2017