

2020

Updated Spring 2018 (Addendum)

The Metropolitan Board of the Chicago Urban League

[METROBOARD BYLAW'S]

The governing practices and rules for the organization at large.

The Chicago Urban League and the initiative it founded in 1983, the “Metropolitan Board of the Chicago Urban League”, set forth the following Bylaws of the Metropolitan Board of the Chicago Urban League.

Article I-NAME

Section 1. The name of this organization shall be “Metropolitan Board of the Chicago Urban League” (Metroboard).

Section 2. The offices of Metroboard shall be located in Chicago, Illinois.

ARTICLE II-OBJECTIVES

Section 1. The primary objectives of this organization shall be to support the Chicago Urban League through the following:

- a. An annual financial effort;
- b. Development of new, and support of existing programs directed towards the Urban League’s constituency with Urban League approval;
- c. Actively participating in the Chicago Urban League’s membership drive, focusing on young professionals;
- d. Preparation of members for continued service in the National Urban League (NUL), Chicago Urban League (CUL), and other National Urban League affiliated auxiliaries including, but not limited to, National Urban League Young Professionals (NULYP) and its advisory committees. Participation in the NUL and Regional Urban League Guild Conferences is optional; and
- e. Planning for and participating in community service activities for the affiliate and community at large.
- f. If decided, by a majority vote of the Executive Leadership Team (ELT), that a member poses a danger and/or threat to (i) the reputation of the organization as a young professional organization (ii) other members (iii) themselves, then they lose all privileges as a member for a period of five years and are not refunded their membership dues. This will be communicated with said member via email as well as phone conversation. The CEO of the Chicago Urban League will be notified.

Section 2. As part of the Chicago Urban League, Metroboard shall not carry out any activities not permitted to be carried on by:

- a) A corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or by
- b) A corporation, contributions to which are deductible under 170(c)(2) of the Internal Revenue Code.



BYLAWS

ARTICLE III-MEMBERSHIP

Section 1. Rights and Responsibilities

a. Except as expressly provided in or authorized by these Bylaws, all members shall have the same rights, privileges, restrictions, and conditions. Members of Metroboard shall:

- i. Have full voting rights;
- ii. Be entitled to hold office while meeting criteria as set forth per Article 5;
- iii. Regularly attend monthly business meetings and
- iv. Support MetroBoard functions.

b. Every member shall have the rights and privileges entitled to them after financial obligations have been met.

c. All members shall work towards meeting Metroboard's annual financial commitment to the Chicago Urban League.

d. All members shall serve on at least one (1) standing committee of Metroboard.

e. All members shall serve the required amount of twenty-five (25) community service hours as designated by the administration.

Section 2. Dues

a. Any individual joining or renewing with Metroboard is required to pay \$50 in membership dues for a membership that will last for one year (12 months) from the month that the payment is made. Payment must be made by the last day of the month or membership shall be revoked.

b. Twenty-five dollars of the membership dues of each Individual member shall be paid to cover the cost of each member's annual dues to the Chicago Urban League. The remainder of the annual membership dues shall remain with Metroboard.

ARTICLE IV- EXECUTIVE LEADERSHIP TEAM

a. The **PRESIDENT** shall be the Chief Executive Officer of the Metropolitan Board of the Chicago Urban League. The president shall:

- i. Serve as Chair for all general and special meetings of Metroboard, unless this authority is duly relinquished by the President or Parliamentary Law;
- ii. Have authority, with Executive Leadership Team consultation to appoint and remove chairpersons to the standing committees prescribed in this and subsequent Bylaws, with the exception of the Executive Leadership Team and the Nominations Committee;
- iii. Have authority, with Executive Leadership Team consultation, to create special committees and appoint its chairpersons to support the missions and functions of

BYLAWS

Metroboard;

- iv. Serve as the official representative of Metroboard and can designate representatives from time to time as s/he deems necessary and appropriate;
- v. Give an annual “State of the Metropolitan Board of the Chicago Urban League” report (written and oral) to the General Body at the September business meeting, and forward a written copy to the General Membership and the Chicago Urban League;
- vi. Represent or designate a representative for all mandated National Urban League, Chicago Urban League, and National Urban League Young Professional events;
- vii. Be vested with all responsibilities, with consultation from the Executive Leadership Team, in formulating and presenting an operating budget for the upcoming fiscal year. The budget shall include all projected expenditures, program and other monetary outlays and commitments, as well as projected and needed income. The budget shall also include operating budgets for every standing committee prescribed in subsequent Bylaws and any special committees formed by Metroboard; and
- viii. Perform all duties incident to his or her office and such other duties as may be required by laws or by these Bylaws. In the event that the office of President shall become vacant by voluntary or involuntary removal, abandonment, death, and/or absenteeism, the office shall be replaced by a special election of a new President by the General Body. The Vice President shall assume the office of President until The Executive Leadership Team nominates persons for the office. The nominations and election will be conducted by the Parliamentarian.

b. The VICE-PRESIDENT shall:

- i. Preside and have full authority in the absence or disability of the President;
- ii. Serve as Chairperson of the Executive Leadership Team; and
- iii. Carry out duties of the Secretary in case of absence.

c. The SECRETARY shall:

- i. Act as custodian of MetroBoard’s official records and documents;
- ii. Keep, maintain and reproduce the minutes and membership attendance of general body meetings to be distributed electronically no later than seven (7) days after the general body meeting;
- iii. Keep, maintain and reproduce minutes of the Executive Leadership Team meetings to be distributed via email no later than seven (7) days after that month’s Executive Leadership Team meeting;

BYLAWS

- iv. Incorporate any corrections to current minutes and membership attendance as requested;
- v. Maintain record of public storage inventory and facilitate distribution and collection of storage items;
- vii. Keep a current officer's directory and record of all officer excused absences of Executive Board and general body meetings;
- viii. Present a copy of all committee reports, minutes and attendance to the incoming administration;
- ix. Summarize all correspondence received by Metroboard at the next appropriate meeting;
- x. File official correspondence in a permanent file; and
- xi. Generate and respond to correspondence as requested by the President.

e. The FINANCIAL SECRETARY shall:

- i. Receive all funds;
- ii. Record all funds received by Metroboard; and
- iii. Act as Treasurer in absence or disability of the Treasurer.

f. The TREASURER shall be the Chief Financial Officer of Metroboard of the Chicago Urban League. the Treasurer shall also:

- i. Manage and provide full accounting of all MetroBoard funds to the membership and to the Board of Directors of the Chicago Urban League;
- ii. Keep an accurate record of monies received, disbursed, and earned, and shall make monthly itemized statements thereof to the membership and, if requested to the leadership, to the Board of Directors of the Chicago Urban League. The books of the Treasurer shall be open to inspection by the membership and the Chicago Urban league at any time;
- iii. The treasurer shall set up with approval of the Executive Leadership Team, an adequate accounting and internal controls systems for Metroboard;
- iv. In the absence or disability of the Treasurer, the President, Vice President or Financial Secretary shall have the full authority of the Treasurer.

g. The PARLIAMENTARIAN shall:

- i. Assist in keeping order and time during the Executive Leadership Team and General Body meetings;

BYLAWS

- ii. Have a copy of all minutes of the current fiscal year and the current copy of the bylaws at every meeting and enforce the bylaws during Executive Leadership Team and General Body meetings;
 - iii. Have a working knowledge of Robert’s Rules of Order; and
 - iv. Open the floor for nominations for the Chair of the Nomination Committee at the February General Body meeting.
- h. Standing Committees - Standing Committees shall be:
- i. Community Service - To develop and implement projects and programs that support the mission of the Chicago Urban League and that promote community involvement;
 - ii. Fundraising - To develop relationships/partnerships and implement activities to raise funds in support of the Metroboard initiatives and to secure grants and in-kind donations through sponsorships;
 - iii. Membership - To develop and implement activities to recruit new and retain the current membership, and to maintain accurate records of membership data during their tenure (i.e. renewals, non-renewals, new members, etc.)
 - iv. Personal and Professional Development - To develop activities which assist members in obtaining skills to strengthen their professional development and personal growth; and
 - v. Public Relations - To manage the brand and image of the organization through consistent advertising and maintaining the integrity of Metroboard and the Chicago Urban League.
 - vi. Civic Engagement- To foster education/knowledge and involvement in the political atmosphere both locally and nationally, while maintaining and honoring the Chicago urban League’s 501c3 status.
- a. Committee Chairs shall be appointed and removed by the President and shall serve at the discretion of the President.
 - b. The President shall aim to appoint chairpersons no later than September 30 of that operating (fiscal) year. In the event that there is no one to lead a committee, the committee’s activities shall be overseen by the Vice President.
 - c. Committee Chairs must be financial members of Metroboard at the time of



BYLAWS

appointment must maintain their financial status through their tenure and must have attended at least one meeting of the General Body prior to appointment.

- I. Special/Ad hoc Committees
 - a. Special/Ad hoc committees may be formed, at the discretion of the President, to carry out special matters of Metroboard and shall be dissolved upon completion.
 - b. Chairpersons of Special/Ad hoc committees shall be appointed by the President and shall serve at the pleasure of the President.
 - c. An Audit Committee shall conduct an annual financial audit of all MetroBoard accounts and documents. All committee members shall be appointed by the President and shall consist of three (3) or five (5) members, excluding any current or immediate past member of the Executive Leadership Team.

Section 5. Members of the Executive Leadership Team shall not accumulate more than three (3) unexcused absences at general body meetings or executive meetings within the fiscal year. Likewise, members of the Executive Leadership Team shall not accumulate more than five (5) excused absences at the general body or executive meetings within the fiscal year.

Section 6. No officer, committee chair or member in service of the President and/or the Metropolitan Board of the Chicago Urban League shall be compensated for his/her service in office.

Section 7. In the absence or disability of both the President and Vice President, the Treasurer or Financial Secretary shall preside and have full authority of matters relating to Metroboard.

Section 8. Removal/Vacancy of Elected Officers

- a. Any officer may be removed from office by a 75% of financial members' vote in person. Voting can take place via proxy executed in writing by the members. Such proxy shall be filed with the Secretary and Parliamentarian before, or at the time of, the meeting.
- b. Any officer may be removed from office at a special meeting of the membership called for such purpose if the officer is found negligent in the handling of MetroBoard assets (i.e., funds, properties etc.) or if the officer fails to fulfill duties of office, as prescribed in these and subsequent Bylaws.
- c. If an office is vacated through any of the following: disability, absence, resignation, removal or failure to fulfill the post's obligation, then said office shall be filled within one month by a designee to be appointed by the President, who is an eligible member of Metroboard. This appointed designee is to be approved by the general body at the next general body meeting to fill the remainder of the term.
- d. If an officer is removed by the membership, he/she shall be permanently barred from



BYLAWS

any elected or appointed office of Metroboard.

- e. If the President's designee is not approved or the President fails to appoint a designee in the given time frame, the position will become open for nominations from the floor and voted upon by the membership with a simple majority needed for election to fill the remainder of the term.

ARTICLE V-ELECTION OF OFFICERS

Section 1. Election of Officers

- a. The elected officers of the organization shall be: President, Vice President, Secretary, Financial Secretary, Treasurer, and Parliamentarian.
- b. The officers of Metroboard shall be elected by the membership. The term of each officer shall be one (1) year from the start of the fiscal year July 1, except for the office of President, which shall be a term of two (2) years.
- c. There shall be no limit on the number of terms any one officer may serve, except for the office of President, which shall be limited to two (2) consecutive two-year terms. At the conclusion of the second consecutive term, the incumbent shall be barred from seeking office for one (1) term.
- d. Elections will be held at the April business meeting. Newly elected Officers will begin their terms on July 1 of the year elected.
- e. Voting members shall be financial thirty (30) calendar days before the election date.
- f. In order for a member to be eligible for an elected (except that of President and Vice President) or appointed office, a member shall be a financial member of Metroboard thirty (30) calendar days immediately preceding the election or appointment and attend a minimum of one general body meeting.
- g. In order to be eligible for the office of President or Vice President, a member must:
 - i. Be a financial member of the Chicago MetroBoard one (1) calendar year immediately preceding the election, and
 - ii. Have served as a member of the Executive Leadership Team or project lead within the fiscal year of which the election is to commence, or
 - iii. Have registered and attended a National Urban League of Young Professionals Conference within one (1) year of which the election is to commence, or
 - iv. Have completed a minimum of thirty (30) community service hours by March of



BYLAWS

the fiscal year of which the election is to commence.

- h. In the event that no interested member(s) meets all the criteria set forth in line g above, the general body may move to nominate and elect an otherwise qualified member.

Section 2. Election/Nominating Process

- a. Nominations shall be handled by the Nominations Committee.
- b. The Nominations Committee shall report directly to Metroboard Liaison, appointed by the Chicago Urban League, and shall receive no influence on election proceedings from the current Executive Leadership Team.
- c. The Chair of the Nominations Committee shall be elected at the February business meeting.
- d. The duties of the Nominations Committee shall be to:
 - i. Manage the campaign and election process. Any irregularities or concerns with the nominating or campaign process are to be reported solely to the Chair of the Nominations Committee;
 - ii. Submit a full slate of candidates to the membership by the March business meeting;
 - iii. Submit certifications of ballots to the Chicago Urban League Liaison within three (3) business days immediately following the election; and
 - iv. Submit certification of election results to the Parliamentarian within (3) business days immediately following the election.
- e. The Nominations Committee shall be responsible for running the elections. Any person may run for an elected office of Metroboard except that no current member of the Nominations Committee shall be considered for an elected office.
- f. A quorum of seventy-five (75%) of the members present during the election process must participate for an election to be valid. Absentee ballots and ballots cast at the April business meeting qualify towards meeting the quorum.
- g. If a member must vote absentee, the ballot must be sent to the Chicago Urban League, dropped off at the pre-determined location in a sealed envelope, or done via online voting if available.
- h. Dates and times as listed by the Nominations Chair shall be strongly enforced.



BYLAWS

ARTICLE VI-PARLIAMENTARY AUTHORITY

Section 1. In all matters not provided for in these Bylaws, Robert's Rules of Order-Revised shall govern Metroboard.

ARTICLE VII—MONTHLY BUSINESS MEETINGS AND OTHER MEETINGS

Section 1. MetroBoard shall meet the second Thursday of each month at 6:30 p.m. unless due to special occasion deemed by the Executive Leadership Team.

Section 2. At least seventy-five (75%) of the members present will constitute a quorum for any meeting where quorum is needed.

Section 3. A special meeting may be called by the Secretary on the written request of:

- a. The President, or
- b. Ten percent (10%) or greater of the membership.

Section 4. The purpose, time, and place shall be announced to each member in writing (via website and/or member email) at least seven (7) days in advance of the special meeting. No business other than that set forth in the written announcement shall be conducted at the special meeting.

ARTICLE VIII- FINANCIAL AUTHORITY AND REPSONSIBILITY

Section 1. The fiscal year of Metroboard shall begin July 1st and end the following June 30th.

Section 2. The designation of the fiscal year shall be the year in which the fiscal year concludes (i.e. FY05 is the fiscal year that begins July 1, 2004 and concludes June 30, 2005).

Section 3. The President must submit the proposed budget to the membership for review no later than August of the fiscal year. The newly proposed budget must be approved by a simple majority of the membership no later than September of that year.

Section 4. Should the budget not be approved by September, the President has thirty (30) days to edit the budget proposal to present it for approval at the October meeting. MetroBoard will operate under the previous fiscal year's budget until the new budget is approved.

Section 5. Any proposed expenditure over fifteen hundred dollars (\$1,500), that was not allocated and approved within the operating budget of that fiscal year, may not be incurred until such expenditure is approved by a simple majority of the Executive Leadership Team. President, Vice-President, Financial Secretary, or Treasurer must be signatories of any bank withdrawals.

Section 6. Bank withdrawals exceeding one thousand dollars (\$1,000) require 2 levels of signatures. Bank withdrawals at or below one thousand (\$1,000) require the approval of one officer of



BYLAWS

Metroboard as detailed in Article IV Section 2.

Section 7. MetroBoard will donate to the Chicago Urban League (CUL) no later than May 31st of each year. The amount of the donation will be set forth between the CUL and Metroboard and shall be no less than two thousand five hundred dollars (\$2,500.00). This amount will be independent of membership dues and all other financial commitments of Metroboard and its membership.

Section 8. No part of the net earnings of Metroboard shall be distributed to its members, directors, trustees, officers, or other private persons, except that Metroboard shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of Metroboard.

ARTICLE IX-AMENDMENTS TO THE BYLAWS

Section 1. Sections of these Bylaws may be amended by a majority of the membership present at any regular business meeting or special meeting provided the proposed amendments have been circulated to all members prior to the meeting. The Chicago Urban League must be made aware of any changes to the bylaws.

Section 2. A special committee of Metroboard must review the Bylaws no less than every three (3) years, unless a review is requested by The Chicago Urban League.



BYLAWS

Definitions

Absentee - A person who is absent

Ad Hoc - concerned or dealing with a specific subject, purpose, or end

Auxiliary - giving support; serving as an aid; helpful

Bylaw - a standing rule governing the regulation of a corporation's or society's internal affairs.

Expenditure - the act of expending something, especially funds; disbursement; consumption

Fiscal Year - any yearly period without regard to the calendar year, at the end of which a firm, government, etc., determines its financial condition

Proxy - the agency, function, or power of a person authorized to act as the deputy or substitute for another.

Quorum - the number of members of a group or organization required to be present to transact business legally, usually a majority.

Simple Majority Vote - less than half the number of voters registered

Super Majority Vote - a majority greater than a specified number, as 60%, of the total: required to pass certain types of legislation, override vetos, etc