



Young Trade Professionals Organizational Bylaws

- I. Name of the Organization
 - a. The name of the organization shall be Young Trade Professionals (hereinafter "YTP").
- II. History and Purpose of the Organization
 - a. YTP was founded as a program of the Washington International Trade Association (hereinafter "WITA") in spring 2009.
 - b. The purpose of YTP is to bring together young professionals in an interactive environment to build relationships and expertise in trade.
- III. Membership
 - a. Membership shall be open to any individual who supports the organization's purpose described in §II.b.
 - b. Membership shall become effective on acceptance of the "Membership Application Form" to be designed by the Executive Committee.
 - c. All Members are eligible to hold office in YTP, provided the Member meets the qualifications for the specific office of interest outlined in §IV.d.ii below.
- IV. Funding and Budget
 - a. General
 - i. As a program of WITA, WITA's Board of Directors (the "Board") determines YTPs annual budget allocation.
 - ii. The Executive Committee will set a budget annually within one month of the Board's allocation of new funds.
 - iii. Donations offered to YTP shall be accepted in kind.
 - b. Authorized Uses of Funds
 - i. The Executive Committee is authorized to use funds distributed by WITA for event related purposes, including but not limited to:
 1. Speaker "thank-you" gifts
 2. Event space fees
 3. To provide food at events, limited to the budget set by the Executive Committee
 4. Official YTP promotional items

- V. Executive Committee
- a. YTP shall have seven officer positions, which will collectively make up the Executive Committee.
 - i. President
 1. Presides over all general Member meetings and all executive officer meetings.
 2. Schedules Executive Committee meetings.
 3. Sets the agenda for all Executive Committee meetings.
 4. Oversees the organization's development.
 5. Ensures that all officers continue to fulfill their required duties.
 6. Maintains relationship with the Board and WITA staff.
 - ii. Vice-President
 1. Presides over all general Member meetings and all Executive Committee officer meetings in the absence of the President.
 2. Oversees the management of YTP's finances in coordination with the Budget Officer.
 3. Assists in overseeing the organization's development.
 - iii. Communications Officer
 1. This position will be filled by rotating WITA intern.
 2. Assists in maintaining and expanding YTP's Membership.
 3. Manages YTP email accounts.
 4. Maintains Membership database.
 5. Creates and sends weekly newsletter to YTP Members.
 - iv. Organizational Development Officer
 1. Monitors and carries out dismissals and resignations of Executive Committee officers.
 2. Responsible for increasing the efficiency and efficacy of YTP through the development of annual strategic goals and timelines in conjunction with the Executive Committee.
 3. Manages strategic goals to ensure they are met.
 4. Maintains Transition Materials and distribute the materials to newly elected officers, as discussed in §V.e below.
 - v. Programming Officer
 1. Identifies, with the assistance of the Executive Committee, speakers and venues for YTP forums.
 2. Maintains relationship with the WITA Program Coordinator.
 - vi. Membership Outreach Officer

1. Identifies, with the assistance of the Executive Committee, venues for YTP networking events.
 2. Integrates new Members into the organization.
 3. Assists in retaining and expanding the Membership base.
 4. Cultivates and maintains YTP's relationship with other Young Professional groups.
 5. Maintains database of Membership Application Forms.
- vii. Budget Officer
1. Drafts annual budget for approval by the Executive Committee.
 2. Manages YTP finances based on approved budget.
- viii. President Emeritus
1. Office will be held by previous Presidents.
 2. Is entitled to serve as a Member-at-large on YTP's Executive Committee.

b. Office Terms

- i. The President shall serve a one-year term and is eligible for re-election for a second one-year term, to serve for a maximum of two years.
- ii. The Vice-President shall serve a one-year term and is eligible for re-election for a second one-year term, to serve for a maximum of two years.
- iii. Communications Officer shall serve for the duration of his/her WITA internship.
- iv. Organizational Development, Programming, Membership Outreach, and Budget Officers shall each serve a one-year term.

c. Elections

i. General

1. Elections will be held annually one month prior to the expiration of the current Officers' one-year term.
2. All Members are eligible to vote in YTP elections.
3. Elections will be monitored and carried out by the WITA staff.
4. Elections will be administered electronically.
5. Election results shall be certified by all Members of the Executive Committee and WITA staff before results are announced to the Membership.
 - a. In the case of a tie between two eligible candidates, a run-off election shall be held in the same method as the general election within one week of the general election.

6. Results of the election shall be announced via email to all Members and officers within forty-eight (48) hours of the election's close.
- ii. Election Methodology and Candidacy Requirements
 1. Frequency of elections
 - a. Elections for all officer positions (except the Communications Officer) shall be held one month prior to the expiration of the current Officers' one-year term.
 - b. Should any officer resign or be dismissed during his/her one-year term, a special election shall be held to elect a Member to serve the remainder of the incumbent's term.
 2. Nominations and Candidacy Requirements
 - a. President
 - i. Nominee must originate from existing YTP Executive Committee.
 - ii. All Members of the Executive Committee are eligible to declare their candidacy for the office of the President.
 - iii. Should no current Executive Committee member run for President, the position shall be open to any individual who has been a Member for at least one (1) year.
 - b. Vice-President
 - i. Any individual who has been YTP Member for a minimum of six months is eligible to declare their candidacy for the office of the Vice-President.
 - c. Communications Officer
 - i. The position will be filled by rotating WITA interns.
 - ii. The selection of the intern(s), and hence the Communications Officer(s), will be made by the Executive Director of WITA.
 - d. Other Executive Committee positions
 - i. The offices of Organizational Development, Programming, Membership Outreach and Budget will be filled by an election to the Executive Committee.
 - ii. Any individual who has been an active YTP Member for a minimum of three months is eligible to declare their candidacy for this election.

- iii. The four candidates that receive the most votes in this election will receive Membership-at-large to the Executive Committee.
- iv. Specific offices for these Members-at-large to hold will be determined at the first convening of the newly elected Executive Committee, within fourteen (14) calendar days of the election. Position assignment will be determined by the newly-elected Executive Committee, based on majority vote.
- e. Declaration of Candidacy
 - i. Any eligible Member may declare his/her candidacy or nominate another Member for election by submitting a "Candidacy Declaration Form," to be designed by the Executive Committee.
 - ii. In order to appear on the official ballot, interested Members shall submit their completed "Candidacy Declaration Form" to the Organizational Development Officer at least twenty-one (21) calendar days prior to the election.
- d. Transition Materials
 - i. The Organizational Development Officer shall maintain a set of electronic organizational documents accessible to the Committee to assist in transition.
 - ii. These organizational documents shall be distributed to the newly elected Officers at the annual Transition Meeting, as defined in § V.d.
- e. Resignation and Dismissal of an Officer
 - i. Officer Resignation
 - 1. A current Executive Committee officer must formally submit notice of resignation to Executive Committee one month prior to effective date of resignation.
 - ii. Officer Dismissal
 - 1. A grievance must be filed with the Executive Committee for an officer to be dismissed.
 - 2. Upon receiving the grievance, a vote will be held to determine if the Officer should be dismissed.
 - 3. All Members of the Executive Committee must be present to vote, either physically or electronically.

4. If 6 out of the 9 of the officers vote in favor of upholding the grievance, the officer in question will be dismissed.
- iii. A special election shall be held within twenty-one (21) calendar days of dismissal or notice of resignation to fill the vacant officer position.

VI. Meetings

a. Executive Committee meetings

- i. The Executive Committee shall hold a meeting once per calendar month or at least nine (9) meetings during the Executive Committee's one-year term.
- ii. Upcoming events, including but not limited to forums and networking events, will be discussed at each meeting.

b. Forums

- i. The Programming Officer, with the assistance of the Executive Committee, shall plan discussion forums for the members, during which an established trade professional will speak on a chosen topic relevant to current issues in international trade.
- ii. The Programming Officer shall plan, whenever possible, one discussion forum per calendar month or at least nine (9) discussion forums during the Executive Committee's one-year term.

c. Networking Events

- i. The Membership Outreach Officer, with the assistance of the Executive Committee, shall plan networking events for the Members.
- ii. The Membership Outreach Officer shall plan, whenever possible, one networking event per calendar month or at least nine (9) networking events during the Executive Committee's one-year term.

d. Transition Meetings

- i. All Members of the Executive Committee, whether as a whole or individually, shall hold a meeting with their newly elected counterparts within twenty-one (21) calendar days of election.

VII. Work Plan/Goal Setting

- a. Each year, within one calendar month of the election, the Organizational Development Officer shall oversee the development of YTP's Work Plan and the setting of the Executive Committee's goals for their term.

VIII. Amendment of bylaws

- a. If an acting Member of the Executive Committee believes that YTP's bylaws are not accurately guiding the organization, the Member may propose amendments.
- b. After proposing such amendments, the Executive Committee must unanimously approve the amendment.
- c. Upon unanimous approval by the Executive Committee, amendment will be presented at the next YTP event for approval.
- d. The amendment will be adopted if a majority of present Members votes in favor of the amendment.
- e. The vote will be administered by ballot, which shall include the original language and proposed language.
- f. The Organizational Development Officer shall oversee the vote.