



Articles of Association

HISTORY

The Orrville Area Chamber of Commerce (OACC) launched Orrville Area Young Professionals Network (OAYPN) in October, 2008 with the goal of providing networking and professional development opportunities for local young professionals.

ARTICLE I – PURPOSE

- 1.1 Name – The name of this association shall be Orrville Area Young Professionals Network, hereafter referred to as OAYPN.
- 1.2 Policy – OAYPN shall operate in conformity with the procedures, rules and guidelines set forth in this Articles of Association.
- 1.3 Association with Orrville Area Chamber of Commerce – OAYPN is associated with the Orrville Area Chamber of Commerce (OACC) and will work within the procedures and guidelines of the chamber. The creation of OAYPN by the OACC is a result of the Communities of Choice initiative.
- 1.4 Strategic Direction – The OAYPN Steering Committee shall work in collaboration with the OACC Special Projects Coordinator to provide strategic direction for OAYPN. The OAYPN Steering Committee is not an official board of directors and does not have fiduciary responsibility for the program. As a program of the OACC, the OACC Board of Directors and Executive Committee have final authority over OAYPN.
- 1.5 Mission- “To **engage** young professionals who work or live in the Orrville Area through **networking**, professional **development** and community **involvement**.”
- 1.6 Vision – The Orrville Area is comprised of young professionals who are engaged, connected and involved members of the community.
- 1.7 Staffing – The staffing support of OAYPN will be through the OACC.
- 1.8 Signatory Authority and Financial Decisions – All financial and budgetary decisions must be approved by the Orrville Area Chamber’s designated staff. Only the OACC staff liaison has full signatory authority for booking events and approving financial transactions.
- 1.9 Organizational Structure – OAYPN shall be comprised of a Steering Committee. Steering Committee members will serve as committee chairs and be charged with overseeing the strategies, goals and objectives of their assigned committee. Any interested individual may volunteer to serve on a committee.
- 1.10 Member Privacy and Protection – The OAYPN interest roster cannot be sold to anyone for any reason. All communications (electronic, phone, and mailed) will be used for OAYPN purposes only.
 - 1.10.1 Sponsors and Advertisers – Sponsorship and advertising opportunities are available through OAYPN. These opportunities will allow companies and organizations to post their logo and other company related information on OAYPN emails, the OAYPN website and other collateral. Sponsors and advertisers will not be given the full contact list of OAYPN for any reason.



- 1.10.2 *Facebook, LinkedIn and other social networking links* – OAYPN will have group pages on social and business networking sites linked from the OAYPN website. Participation is voluntary and postings are not controlled by OAYPN. OAYPN is not responsible for individual postings of contact information on these sites.

ARTICLE II – OAYPN PARTICIPATION

- 2.1 Participation – Participation in OAYPN events and activities is open to individuals, age 21 – 39, who live or work in the Orrville Area. *Exceptions for college age students, under the age of 21, can be made by the Steering Committee.*
- 2.2 Volunteers – To volunteer with an OAYPN committee, an individual over the age of 21 shall contact the appropriate committee chair. The contact will be available on the OAYPN website at www.oaypn.com
- 2.2.1 *Code of Contact* – All OAYPN volunteers shall be in good standing. To be a volunteer in good standing, a volunteer shall provide all relevant information requested on the volunteer application and adhere to the procedures, rules and guidelines set forth by these Articles of Association. If any volunteer is acting in an unprofessional or inappropriate manner their service to and participation in OAYPN activities will be discontinued.
- 2.3 Attendance – A volunteer shall make an effort to attend all events and meetings for the committee they have committed to, and all major OAYPN events.
- 2.4 Number of Volunteers – The number of individuals who become volunteers shall not be limited in number. If the number of volunteers exceeds capacity (consistent attendance over 20), then the OACC staff will work with the appropriate committee chair to determine a solution. *ie: committee work teams could possibly be separated to focus on one specific area of emphasis.*
- 2.5 Committees – every volunteer may be part of a committee. Volunteers are encouraged to participate in only one committee per year. Volunteers are welcome to participate in more than one committee, but should first consider the time commitment required.
- 2.6 Removal of a Volunteer – Removal of a volunteer may occur upon a vote of the majority of the Steering Committee. Upon removal, written notice shall be provided to the volunteer. All materials, work and property of OAYPN shall be returned to the OACC office within five days from receipt of the written notice.

ARTICLE III – COMMITTEES

- 3.1 Establishment – The Steering Committee has established committees necessary to accomplish the mission and purpose of OAYPN. Five core committees will lead the operations and development of programs and services for OAYPN. Committees shall be as follows:
- 3.1.1 *Networking* – To oversee the quality, design and implementation of OAYPN networking opportunities. This committee focuses on making each OAYPN event valuable to OAYPN participants. Networking at Noon, After Hours and other similar events are all under the supervision of this committee.
- 3.1.2 *Professional Development* – To create and implement events, programs, services and/or educational opportunities to enhance the skill and leadership development of young professionals. Founders Luncheon, continuing education programs, and similar events are all under the supervision of this committee.



- 3.1.3 *Community Involvement* – To identify and address opportunities to connect, empower and engage young professionals through community service, philanthropy and civic involvement in the Orrville Area. Events may include Home for the Holidays, OPL Puttin Fore Pages, Pump-N-Run.
- 3.1.4 *Recruitment/Retention* – To build and maintain individual participation in OAYPN. To establish relationships with local Human Resource managers in an effort to connect new employees to OAYPN. Welcome first timers. Follow-up with individuals who have not participated in events.
- 3.1.5 *Marketing*– Create and coordinate communication efforts to promote OAYPN events, news and happenings. Oversee marketing and branding of OAYPN.

3.2 Committee Co-Chairs – each of the established committees shall have two individuals that will serve as co-chairs, providing leadership to the committee.

Committee Co-Chairs will serve as the OAYPN Steering Committee.

3.2.1 *Term*– Co-chairs shall serve for a term of one year, July1 – June 30. The OAYPN Steering Committee will review committee assignments annually in June.

3.3 Committee Co-Chair Requirements – It is strongly preferred that all co-chairs be employed by a member of the OACC, but it is not required. However, at least 60% of the leadership team must be comprised of Chamber members.

3.3.1 *Attend 50% or more of the OAYPN events.* Decided that as members of the Steering Committee, these individuals should attend a reasonable number of OAYPN events each year (50% or more). The Steering Committee is the face of the organization and it is important for these individuals to have a presence at OAYPN events.

3.3.2 *Maintain regular contact with committee volunteers.* To ensure that committee volunteers are informed and involved, co-chairs shall connect with their committee volunteers at least once per month (face-to-face or email.)

ARTICLE IV – OAYPN Steering Committee

4.1 Members of the OAYPN Steering Committee shall be comprised of the Committee Co-Chairs.

4.2 Meetings– The OAYPN Steering Committee shall meet once per month.

4.2.1 *Attendance* – Issues are discussed and decisions made at Steering Committee meetings. It is very important that these individuals make a commitment to attend monthly meetings.

4.3 Removal - If any member of the Steering Committee is not fulfilling their duties, they can be removed from office by a vote of the majority of the Steering Committee.

ARTICLE V - Amendments

5.1 Amendments – These Articles of Association may be altered, amended or repealed and new Articles of Association may be adopted by the Steering Committee at any regular or special meeting.