



THURSDAY NETWORK
AN AUXILIARY OF THE GREATER WASHINGTON URBAN LEAGUE
BYLAWS
Effective May 8, 2019

ARTICLE I – PLACE OF BUSINESS

The Thursday Network (“TN”) shall have offices at such places within the District of Columbia and surrounding metropolitan area as the Executive Leadership Council, as defined in Section One (1) of Article IV, after consultation with the leadership of the affiliate, and may meet from time to time to determine the business of TN as may be required.

ARTICLE II – MEMBER

2.01 Member in Good Standing

A duly authorized member in good standing shall:

- a. Be between twenty-one (21) and forty (40) years of age upon submission of application;
- b. Be a member of the Greater Washington Urban League (“GWUL”);
- c. Pay an annual membership fee as set forth in Section 2.04 of Article II.

2.02 New Member Requirements

Any person interested in obtaining membership to the Thursday Network must attend a New Member Orientation within 60 days of acceptance of their application.

2.03 Members-Only Programs

The Committees of the Executive Leadership Council, as defined in Article VI, will institute members-only programs to enhance the value of membership in the Thursday Network. Non-members will not be permitted to participate in Thursday Network events designated for members only.

2.04 Membership Fee

- a. Each member shall pay an annual membership fee of \$100 upon submission of application.
- b. Renewal of the membership fee shall be due every year on the anniversary of initial membership.
- c. Thursday Network membership includes membership to the Greater Washington Urban League.
- d. The membership fee may be amended by two-thirds (2/3) vote of the Executive Leadership Council.
- e. Full-time students shall pay a special dues fee of \$65 to become an official member of Thursday Network.
 - i. Individuals applying as students must provide an official transcript or schedule to verify their full-time status.
 - ii. Full-time status is as defined by the respective college/institution.

2.05 Removal of Members

- a. Any member may be removed from official membership and participation in Thursday Network (“Expulsion”) and the Greater Washington Urban League for conduct deemed detrimental to Thursday Network, The Greater Washington Urban League, the National Urban League and/or the National Urban League Young Professionals.
- b. The Chief Executive Officer (“CEO”) of the Greater Washington Urban League may only carry out expulsion, after a recommendation vote of two-thirds of the entire Thursday Network Executive Leadership Council
- c. In the event of a vote to recommend Expulsion, the President of Thursday Network (or Vice-President if the President is the member subject to Expulsion) shall send official correspondence recommending Expulsion to the CEO of the Greater Washington Urban League along with all available documentation of evidence of misconduct on the part of that member.
- d. All members subject to Expulsion shall have the right to appeal the recommendation of Expulsion to the CEO of the Greater Washington Urban League directly.
- e. In the event of any appeal, the Executive Leadership Council shall provide any and all additional information requested by the Greater Washington Urban League CEO in regards to the matter no later than 48 hours after receiving the official request by the CEO of GWUL.
- f. The CEO of the Greater Washington Urban League shall have the ability to decline or accept the recommendation for Expulsion.
- g. In the event of Expulsion, no Membership Fees or other monies and donations contributed by the member subject to Expulsion shall be refunded.

ARTICLE III – MEETINGS

3.01 Regular Meetings

- a. The regular meetings (“General Body Meetings” or “GBM”) of the members of TN shall be held on the fourth Thursday of every month, at such a place and time within the District of Columbia or surrounding metropolitan area, as the Executive Leadership Council shall determine.
- b. In the event that the fourth Thursday of the month falls prior to a holiday weekend or special event, the regular meeting shall be moved to another Thursday of that same month.
- c. At the regular meeting of the members, there shall be transacted such business as may properly come before the members.

3.02 Special Meetings

- a. Special meetings of the members may be called for any purpose or purposes at any time by:
 - i. Any officer of the Executive Leadership Council or
 - ii. The vote by a majority of the Executive Leadership Council.
- b. The call shall state the purpose or purposes of the proposed special meeting. Such meetings shall be held on such date and at such place and time as may be designated in the notice thereof by an officer or a majority of the Executive Leadership Council calling any such meetings.

3.03 Notice of Special Meetings

- a. Notice of the date, time, place, and purpose or purposes of the special meeting shall be mailed or given by electronic or personal delivery at least five (5) days before the actual special meeting.
- b. If mailed, such notice shall be directed to the address of such person which appears on the membership list of TN or such other address as any member shall have furnished in writing to the Secretary of TN or the Chairperson of the Membership Services Committee, at least fourteen (14) days before the actual meeting.

3.04 Quorum

Except as otherwise expressly provided in these Bylaws, one-tenth (10%) of duly authorized members in good standing of TN present in person shall constitute a quorum.

3.05 Voting

If a quorum is present, the vote of a majority of duly authorized members in good standing as set forth in Section 2.01 of Article II, present and voting, shall be the act of TN. At any meeting of the members, each member entitled to vote on any matter to be voted upon at such meeting shall be entitled to one vote, and may exercise such voting right in person, or as otherwise allowed.

ARTICLE IV – EXECUTIVE LEADERSHIP COUNCIL

4.01 Authority and Number

- a. The Executive Leadership Council shall manage the affairs, business, and any other such interests of TN.
- b. The Executive Leadership Council shall consist of the five (5) officers of TN as set forth in Article V of the Bylaws and the nine (9) chairpersons of the standing committees of TN as set forth in Article VI of these Bylaws.

4.02 Eligibility

- a. All members of the Executive Leadership Council shall:
 - i. Be between twenty-one (21) and forty (40) years of age upon submission of application;
 - ii. Be a member of the Greater Washington Urban League (“GWUL”);
 - iii. Pay an annual membership fee as set forth in Section 2.04 of Article II;
 - iv. Attend and participate in three (3) Thursday Network and Greater Washington Urban League community service and/or civic engagement events throughout their membership tenure of one (1) year. Any event is defined as an event planned and executed by the Community Service and Civic Engagement Committees of Thursday Network. Attendance at these events are defined as physical participation in any events.
 - v. Participate and serve on at least one (1) Thursday Network Standing Committee, Ad-Hoc Committee, and/or Special Committee.
 - vi. Must have attended a New Member Orientation. New Member Orientation attendance is required for all new members and returning members whose membership has lapsed for more than one (1) year.
- b. The President of Thursday Network must have served at least three-fourths of one full term on a previous TN Executive Leadership Council or an Executive Leadership Team

of another NULYP Chapter. One (1) calendar year constitutes one full term.

4.03 How Elected

- a. Except as otherwise provided by these Bylaws, the offices of the Thursday Network shall be elected as set forth in Article VIII of these Bylaws.
- b. Such offices shall constitute the Executive Leadership Council as outlined in Article V and Article VI.
- c. Each Executive Leadership Council member shall serve for a period of one year beginning on the first day of the Fiscal Year and terminating on the last day of the same Fiscal Year except in the event of his/her death, resignation, or removal or earlier termination of his/her term of office.

4.04 Resignation

- a. Any or all Officers or Chairpersons may resign at any time by giving written notice to the President and Parliamentarian of Thursday Network. Any resignation shall take effect immediately upon the date of receipt of such notice or at any later time specified therein.
- b. If resignation is to take effect at a later date, the President and the resigning Executive Leadership Council member must mutually agree upon this date.

4.05 Removal of President

The President may be removed for misfeasance, malfeasance, or nonfeasance of duties, including the incapacity to serve, by the following:

- a. A vote of, no less than two-thirds (2/3) of the Voting Body provided that there is a quorum of not less than a majority of the entire Voting Body at which such action is taken by the Voting Body, The Voting Body for the purposes of this section shall be considered all members in good standing as set forth in Article II,
- b. Failure to maintain a current membership as set forth in Section 2.01 of Article II,
- c. Failure to renew expired membership fees within thirty (30) days of expiration, should the expiration occur during the term, or
- d. Receiving three (3) or more unexcused absences for missing any Executive Leadership Council Meeting, Special Executive Leadership Council Meetings, and/or General Body Meetings.

4.06 Removal of Officers and Chairpersons

Any Officer and /or Chairperson, excluding the President, may be removed for misfeasance, malfeasance, or nonfeasance of duties, including the incapacity to serve, by the following:

- a. A vote of two-thirds (2/3) of the remaining Executive Leadership Council Members provided that there is quorum of not less than a majority of the remaining Executive Leadership Council Members at which such action is taken by the Executive Leadership Council,
- b. Failure to maintain a current membership as set forth in Section 2.01 of Article II,
- c. Failure to renew expired membership fees within thirty (30) days of expiration should the expiration occur during the term, or
- d. Receiving three (3) or more unexcused absences for missing any Executive Leadership Council Meetings, Special Executive Leadership Council Meetings, General Body Meetings and/or Committee Meetings of the Committee chaired, where applicable.

4.07 Vacancy – President

- a. Vacancies occurring in the office of President by death, resignation, removal, refusal to serve, or otherwise shall be filled by the Voting Body at a special election to be held within sixty (60) days of the vacancy.
- b. The candidate who is elected at the special election shall become the President immediately following such special election and shall serve for the remaining portion of the term of the President being replaced, and until the President’s successor is elected or until such President’s earlier death, resignation or removal.
- c. Until a special election can be completed, the Vice-President shall serve as the interim President and shall assume all of the rights and responsibilities of the President.
- d. All candidates for President during a Special Election must be eligible according to all rules and standards set forth in Article II and Article IV and Article VIII of these Bylaws.
- e. Members of the current Executive Leadership Council are eligible for Special Election to the position of President for the remainder of the current term. Should a current Executive Leadership Council member win the election, their vacancy will be filled according to the rules and standards set forth in Section 4.08.

4.08 Vacancies – Executive Leadership Council

- a. Vacancies on the Executive Leadership Council, excluding the President, occurring by death, resignation, creation of new Executive Leadership Council office, failure of members to elect the entire Executive Leadership Council at any annual election of Executive Leadership Council members or for any other reason, including removal of the Executive Leadership Council member with cause, shall be appointed by the President and confirmed by majority vote of the Executive Leadership Council within thirty (30) days of the vacancy.
- b. The elected candidate shall fill the vacant position immediately and shall serve for the remaining portion of the term of the Executive Leadership Council member being replaced.
- c. Should the vacancy occur due to failure of the membership to elect a position at the Annual Elections meeting, the incoming elected members of the Executive Leadership Council shall be the body considered “The Executive Leadership Council” for purposes of that vote.

4.09 Regular Meetings

Regular meetings of the Executive Leadership Council may be held at such time and place as may be determined by the Executive Leadership Council. Except as otherwise provided by these Bylaws, any business may be transacted at any regular meeting.

4.10 Special Meetings

Any member of the Executive Leadership Council may call special meetings of the Executive Leadership Council from time to time. The President shall call a special meeting of the Executive Leadership Council upon written request or oral request directed to them by an Executive Leadership Council member stating the time, place, and purpose of such special meeting. Special meetings of the Executive Leadership Council shall be held on such date and at such time and place as may be specified by the Executive Leadership Council member calling the meeting.

4.11 Notice of Regular and Special Meetings

Notice of the date, time, and place of each regular and special meeting of the Executive Leadership Council must be given at least three (3) days prior to such meeting, unless the notice is given orally or delivered in person, in which case it shall be given at least twenty-four (24) hours prior to such meeting.

4.12 Quorum

At any meeting of the Executive Leadership Council, a majority of the entire authorized Executive Leadership Council shall constitute a quorum for a vote, but less than a quorum may adjourn a meeting. Except as otherwise provided by these Bylaws, any action taken by a majority of the Executive Leadership Council, at which a quorum is present, shall be the action of the Executive Leadership Council.

4.13 Reliance Upon Financial Statements

- a. In discharging their duties, Executive Leadership Council members, when acting in good faith, may rely upon the book of accounts and other records of TN, and financial statements of TN represented to them to be correct by the President, the Treasurer, or stated in a written report by an independent accountant
- b. All financial statements shall be submitted to and discussed with the Chief Financial Officer of the Greater Washington Urban League.

ARTICLE V – OFFICERS

5.01 Number and Designation

At all times, five (5) duly authorized members in good standing shall be officers of TN. The designation of such officers is set forth below in Section 5.02 through 5.06 of this Article V.

5.02 President

The President shall:

- a. Preside at all meetings of TN and all meetings of the Executive Leadership Council at which he/she is present and shall have powers over all aspects of the business, management, and operations of TN in accordance with these Bylaws,
- b. Serve on the Executive Committee of the affiliate (GWUL) Board of Directors
- c. Serve as the official representative of Thursday Network to the NULYP, GWUL, NUL, and the general public
- d. Serve as spokesperson for Thursday Network in all instances
- e. Represent TN and participate fully in all NULYP and Eastern Region of NULYP activities, meetings and conference calls.
- f. Develop with the Vice-President and Executive Leadership Council a strategic plan at the start of the term to include goals for each Standing Committee and Officer.
- g. Ensure all programs, events and activities of Thursday Network reflect/are aligned with the mission, goals, and initiatives of the GWUL, NUL and NULYP
- h. Develop monthly agendas for the meetings of the Executive Leadership Council
- i. Submit monthly President's reports for inclusion in the agenda of each regular meeting of the Executive Leadership Council.

5.03 Vice-President

The Vice President shall:

- a. At the request of the President, or in the absence or disability of the President, perform all the duties and may exercise all the powers of the President
- b. Monitor, coordinate, and supervise the activities of each standing committee
- c. Provide program support to and maintain efficiency of the activities of the Standing Committees
- d. Maintain the internal calendar of Thursday Network
- e. Assist the President in creating and executing a strategic plan and goal setting for each committee
- f. As Vice-President-Elect, coordinate and execute the annual Executive Leadership Council Retreat during the time period between Annual Elections and the beginning of the Executive Leadership Council term
- g. Submit monthly Vice-President's reports for inclusion in the agenda of each regular meeting of the Executive Leadership Council.

5.04 Secretary

The Secretary shall:

- a. Act as secretary of all meetings of TN and the Executive Leadership Council
- b. Cause proper records of all Network and Executive Leadership Council meetings to be made
- c. Have supervision over the giving and serving of notices of TN
- d. Have general supervision over the care and custody of the valuable effects, including memorabilia, of TN and shall deposit the same or cause the same to be deposited in the name of TN in such depositories as the Executive Leadership Council may designate
- e. Perform the duties usually incident to the Office of Secretary
- f. Chairperson the TN Hospitality Committee
- g. Manage the TN Post Office mailbox and applicable info e-mail accounts

5.05 Treasurer

The Treasurer shall:

- a. Deal with the funds of TN while also consulting the Greater Washington Urban League's chief financial officer on TN's fiscal matters,
- b. Deposit the same or cause the same to be deposited in the name of TN in such depositories as the Executive Leadership Council may designate,
- c. Have the supervision over and cause to be kept accounts of all receipts, disbursements, and other business transactions of TN,
- d. On a monthly basis, render or cause to be rendered financial statements of TN,
- e. Have the power and perform the duties usually incident to the Office of Treasurer, and
- f. Submit monthly Treasurer's reports for inclusion in the agenda of each regular meeting of the Executive Leadership Council.

5.06 Parliamentarian

The Parliamentarian shall:

- a. Prescribe procedures of protocol for all meetings of TN and the Executive Leadership Council subject to the approval of the Executive Leadership Council,

- b. Chairperson the Elections Committee, except in instances where the current Parliamentarian is a candidate for any office on the Executive Leadership Council in a regular or special election,
- c. Sit in the designated area for visual access to the President during all meetings,
- d. Function as a non-interventionist, and assist and support the President in maintaining order and adhering to time schedules as approved by the Executive Leadership Council or membership,
- e. Be available to the membership during normal business hours or after meetings to answer questions about the role and function of the Parliamentarian and parliamentary procedure,
- f. Be available to work on other tasks as specified by the President, and
- g. Chairperson the Thursday Network Policies and Procedures Committee.

ARTICLE VI – STANDING AND OTHER COMMITTEES

6.01 Standing Committees and Committee Chairperson Responsibilities

At all times, the following committees shall be collectively referred to as Thursday Network Standing Committees (“Standing Committee(s)”):

- a. The Civic Engagement Committee
- b. The Community Service Committee
- c. The Fund Development Committee
- d. The Membership Services Committee
- e. The Personal and Professional Development (“PPD”) Committee
- f. The Public Relations Committee
- g. The Social and Cultural Committee
- h. The Policies and Procedures Committee

6.02 Civic Engagement Committee

- a. The Civic Engagement Chairperson shall:
 - i. Develop an advocacy plan for TN
 - ii. Maintain a relationship with the National Urban League Washington Bureau, in collaboration with the TN President
 - iii. Create strategic alliances with other advocacy and political organizations
 - iv. Develop non-partisan political engagement programming
 - v. Update the Executive Leadership Council and General Body on relevant advocacy news and developments
 - vi. Chairperson monthly committee meeting
 - vii. Submit Committee Report for inclusion in the Executive Leadership Council meeting packet no later than 48 hours prior to regular Executive Leadership Council Meetings

6.03 Community Service Committee

- a. There shall be two chairs of the Community Service Committee, henceforth known as the Community Service Events Chairperson and the Community Service Programs Chairperson.
- b. The Community Service Programs Chairperson shall:
 - i. Develop, create and coordinate on-going community service activities and programs based on the interests of members.

- ii. Serves as liaison to local community organizations.
 - iii. Serves as Thursday Network liaison to GWUL for GWUL community service initiatives.
 - iv. Be responsible for the coordination and execution of the Empowerment Academy Mentoring Program.
 - v. Coordinate and implement the I EMPOWER Scholarship Program
 - vi. Maintain database and contact information of I EMPOWER Scholarship recipients.
 - vii. Coordinate and implement the annual Young Blacks Give Back (YBGB) program during the designated program month of May.
 - viii. Work directly with the Community Service Events Programs Chairperson.
 - ix. Create strategic alliances with other community service organizations.
 - x. Track and record names of program participants, number of hours served, and the number of individuals positively impacted/served by the programs and how in detailed monthly and year-end reports.
 - xi. Co-chair monthly committee meeting
 - xii. Submit Committee Report for inclusion in the Executive Leadership Council meeting packet no later than 48 hours prior to regular Executive Leadership Council Meetings.
- c. The Community Service Events Chairperson shall:
- i. Develop, create and coordinate on-going community service activities and programs based activities and events based on the members' interests.
 - ii. Serve as liaison to local community organizations
 - iii. Implement activities and events based on National ULYP initiatives.
 - iv. Acknowledge and coordinate activities for National Service programs and events (i.e. MLK Day of Service, National Day of Service, National Day of Empowerment etc.)
 - v. Serve as liaison to GWUL for GWUL community service initiatives.
 - vi. Work directly with the Community Service Programs Chairperson
 - vii. Create strategic alliances with other community service organizations.
 - viii. Track and record names of event participants, number of hours served, and the number of individuals positively impacted/served by the programs and how in detailed monthly and year-end reports.
 - ix. Co-chair monthly committee meeting.
 - x. Submit Committee Report for inclusion in the Executive Leadership Council meeting packet no later than 48 hours prior to regular Executive Leadership Council Meetings.

6.04 Fund Development Committee

- a. The Fund Development Chairperson shall:
- i. Develop a fundraising business plan for TN
 - ii. Generate funding for TN general operation and events through securing sponsorships and donations, and utilizing other avenues.
 - iii. Create fundraising collateral for various audiences: members, corporations and friends of TN.
 - iv. Provide monthly updates to Executive Leadership Council Members on funding

- initiatives.
- v. Maintain a relationship with GWUL fundraising/grant writing personnel.
- vi. Works collaboratively with Standing Committee Chairpersons on revenue-generating events and corporate sponsored events (i.e. YBGB, Gala, etc.)
- vii. Collaborates with the Treasurer to develop an annual budget for all TN operations and activities.
- viii. Create Strategic Alliances with small businesses, corporations and organizations to enhance the fundraising ability of TN
- ix. Send electronic or hardcopy thank you letters to all donors and in conjunction
- x. with the Treasurer provide all donors a year-end-letter detailing their contributions for tax purposes.
- xi. Separately track, record, and report on contributions to Thursday Network from Executive Leadership Council members.
- xii. Chairperson monthly committee meeting
- xiii. Submit Committee Report for inclusion in the Executive Leadership Council meeting packet no later than 48 hours prior to regular Executive Leadership Council Meetings.

6.05 Membership Services Committee

- a. The Membership Chairperson shall:
 - i. Chairperson a regularly scheduled New Member Orientation session to prepare new members for active service and participation in TN
 - ii. Develop and execute a membership recruitment and retention plan
 - iii. Update the TN Member Database and provide updates to any Member Databases held by GWUL, NUL, and NULYP
 - iv. Update and issue member renewal letters and correspondence
 - v. Work closely with the Treasurer and Secretary to ensure membership fees, and member roles are accurate and up-to-date
 - vi. Create and maintain the TN Member Directory
 - vii. Provide monthly and annual reports on membership numbers, including additions, expirations and renewals
 - viii. Work with the Chairpersons of the Standing Committees to provide activities and
 - ix. events that will increase membership and retention
 - x. Chairperson monthly committee meeting
 - xi. Submit Committee Report for inclusion in the Executive Leadership Council meeting packet no later than 48 hours prior to regular Executive Leadership Council Meetings

6.06 Personal and Professional Development Committee

- a. The Personal and Professional Development Chairperson shall:
 - i. Submit GBM topics and timeline/outline to Executive Leadership Council for all GBMs with the exception of the Annual Elections GBM.
 - ii. Coordinate and plan events to develop TN members personally and professionally
 - iii. Work with the PR Chairperson to create marketing messages for all GBMs and PPD events for disbursement to all media channels and TN outlets.
 - iv. Support and reinforce initiatives of NULYP Personal & Professional
 - v. Development agenda.

- vi. Maintain and update Speaker Database.
- vii. Provide appreciation gifts/certificates for speakers, in conjunction with the Fund Development Chairperson
- viii. Provide all materials and supplies for GBMs, including the GBM booklet and speakers biographies.
- ix. Coordinate Committee Chairpersons and Officers to provide hospitality to GBM professional speakers/guests
- x. Aid in the professional development of the executive Leadership Council
- xi. Institute members-only programs to enhance the value of membership in the Thursday Network
- xii. Chairperson monthly committee meeting
- xiii. Submit Committee Report for inclusion in the Executive Leadership Council meeting packet no later than 48 hours prior to regular Executive Leadership Council Meetings.

6.07 Public Relations Committee

- a. There shall be two chairs of the Public Relations Committee, henceforth known as the Public Relations Marketing Chairperson and the Public Relations Digital Media Chairperson.
- b. The **Public Relations Marketing Chairperson** shall:
 - i. Oversee publication of #TNDigital Magazine
 - ii. Maintain a relationship with the Greater Washington Urban League Communications Director, in collaboration with the TN President
 - iii. Oversee the maintenance and updates for the Thursday Network Website (with the exception of the Thursday Network blog -- see Digital Media Chairperson responsibilities)
 - iv. Coordinate execution of marketing and promotional strategies using external communication outlets marketing materials, and media relations, in conjunction with the Public Relations Digital Media Chairperson.
 - v. Create press releases and press kits for any and all appropriate TN events and programs
 - vi. Work with the President and Committee Chairpersons to develop general Thursday Network talking points and messaging related to events, initiatives and meetings
 - vii. Actively seeks opportunities to market Thursday Network in media (newspapers, television, and radio) via news releases, media advisories, etc.)
 - viii. Work with all committee chairs and executive Leadership Council to ensure proper branding and look of all external Thursday Network communication, including fliers, event calendars, etc.
 - ix. Build alliances with media outlets (i.e. NPR, local newspapers)
 - x. Coordinate the availability of all necessary Thursday Network marketing materials at GBMs, and other applicable social and cultural, and personal and professional development events.
 - xi. Co-chair monthly committee meeting
 - xii. Submit Committee Report for inclusion in the Executive Leadership Council meeting packet no later than 48 hours prior to regular Executive Leadership

Council Meetings.

- c. The **Public Relations Digital Media Chairperson** shall:
 - i. Be chief administrator to all Thursday Network social media accounts including but not limited to Facebook, Instagram, Twitter, LinkedIn, YouTube, and Snapchat.
 - ii. Be chief administrator to ThursdayNetwork.org blog
 - iii. Develop and maintain brand awareness and online reputation of Thursday Network.
 - iv. Work with the President and Committee Chairpersons to develop general Thursday Network digital media related to events, initiatives and meetings.
 - v. Execute Social Media portion of marketing and promotional strategies using external communication outlets marketing materials, and media relations, in conjunction with the Public Relations Marketing Chairperson.
 - vi. Respond to social media inquiries in a timely manner.
 - vii. Report social media metrics (i.e. page views, likes, post shares, retweets, etc.) to the President and ELC.
 - viii. Work with all committee chairs and Executive Leadership Council to ensure proper branding and look of all Thursday Network digital communications and marketing.
 - ix. Co-chair monthly committee meeting
 - x. Submit Committee Report for inclusion in the Executive Leadership Council meeting packet no later than 48 hours prior to regular Executive Leadership Council Meetings.

6.08 Social and Cultural Committee

- a. The Social and Cultural Chairperson shall:
 - i. Develop, create, and coordinate social activities and events for TN Members
 - ii. Develop, create, and coordinate social activities and events to engage TN Members with community
 - iii. Maintain and develop social relationships with other organizations
 - iv. Work with the Public Relations, Membership, and Fund Development Committees
 - v. Identify and serve as host of the “Post General Body Meeting” networking activity.
 - vi. Institute members-only programs to enhance the value of membership in the
 - vii. Thursday Network.
 - viii. Submit Committee Report for inclusion in the Executive Leadership Council meeting packet no later than 48 hours prior to regular Executive Leadership Council Meetings.
 - ix. Chairperson monthly committee meetings
 - x. Institute planning Member Only events with the Membership committee

6.09 Policies and Procedures Committee

- a. The Policies and Procedures Committee shall:
 - i. Consist of the Parliamentarian, who shall serve as the chairperson, and members in good standing,

- ii. Regularly examine the bylaws and other governing documents and propose needed changes in these documents to facilitate TN operations,
- iii. Review all submitted amendments for compatibility with the bylaws,
- iv. Prepare proposed amendments to the Executive Leadership Council,
- v. Prepare proposed changes for circulation to the membership, and
- vi. Advise the Parliamentarian in the interpretation of policy and other rules.

6.10 Standing Community Service Programs

To support the community service requirement for all duly authorized members to be in good standing, the Community Service Committee will put into place at least three standing community service programs, in addition to monthly ad hoc community service events. Members will be encouraged to commit to participation in the Community Service Committee and/or community service programs. Members will also be encouraged to take the lead in suggesting and developing community service programs.

6.11 Record Maintenance

The Secretary will work with the Membership Chairperson in maintaining records of member's participation in community service events. The Membership Chairperson and the Community Service Chairperson will resolve any discrepancies.

6.12 Ad Hoc Committees

- a. **Creation.** The President, with the vote of the Executive Leadership Council, may create from among its Members any other committees ("Ad Hoc Committees") to conduct certain affairs of the Thursday Network. An Ad Hoc Committee may consist of one or more Executive Leadership Council Members, individual Members and/or other persons appointed by such Ad Hoc Committee's chairperson. Each Ad Hoc Committee shall keep a written record of its proceedings and report the same to the President and Vice-President.
- b. **Chairpersons.** The chairperson of an Ad Hoc Committee shall be appointed by the President and confirmed by majority vote of the Executive Leadership Council provided that any chairperson of an Ad Hoc Committee must be an Individual Member of the Thursday Network in good standing as set forth in Section 2.01 of Article II. All Chairpersons will report to the President and Vice-President.
- c. **Limitation on Power.** An Ad Hoc Committee shall not have any of the following power or authority:
 - i. The submission to members of any action requiring approval of members,
 - ii. The amendment or repeal of any vote or resolution of the Executive Leadership Council, or
 - iii. The amendment or repeal of any action on matters committed by these Bylaws or by resolution of the Executive Leadership Council to another Ad Hoc Committee.
- d. **Expiration.**
 - i. An Ad Hoc Committee shall cease to exist after the completion of its duties or at the designation of the President, with the vote of the Executive Leadership Council.
 - ii. All Ad Hoc Committees shall automatically expire at the completion of the term of the appointing President.

- iii. The succeeding President may re-establish any Ad Hoc Committee.

6.13 Deputy Positions

- a. The President may designate certain support roles, known as “Deputy Positions” for the purpose of advancing Thursday Network programming.
- b. Committee Chairpersons may share support roles that will support the work of their committees.
- c. These positions shall be filled by application to be reviewed by the President, and may be designated by resolution of the President
- d. No member in a Deputy Position shall vote or have any of the authorities of the Executive Leadership Council
- e. Deputy Positions shall expire at the end of the term of the appointing President.
- f. Deputy Positions may include, but are not limited to,
 - i. The Webmaster’
 - ii. The Photographer
 - iii. The Historian
 - iv. The I EMPOWER Scholarship Coordinator
 - v. The Empowerment Academy Coordinator
 - vi. The TN Digital Magazine editor-in-chief

ARTICLE VII – FISCAL YEAR

7.01 Fiscal Calendar

- a. The fiscal year of TN shall commence on October 1 of each year and terminate on September 30 of the following year.
- b. This shall remain in alignment with the Greater Washington Urban League fiscal year. Should their fiscal year change, TN will automatically follow the same.

ARTICLE VIII – ELECTIONS

8.01 Annual Elections

- a. The entire Executive Leadership Council shall be elected during an annual general election (“Annual Election” or “General Election”).
- b. Annual Elections are those in which all members of the Voting Body are eligible to cast one vote for each office.

8.02 Elections Committee

- a. There shall be an “Elections Committee” comprised of five (5) members of the Thursday Network General Body, authorized to properly execute the Annual Elections as set forth by the Bylaws, and Elections Code of Thursday Network.
- b. All Thursday Network members in good standing shall be eligible to serve on the Annual Elections Committee, with the exception of candidates for office.
- c. The Executive Leadership Council shall properly advertise the opportunity to apply for a position on the Annual Elections Committee no less than 120 days before the Vote.
- d. The Thursday Network General Body shall by vote select five (5) members for the positions on the Elections Committee. The five (5) candidates receiving the most votes shall be deemed elected.

- e. The Parliamentarian of Thursday Network shall be a resource to the Elections Committee.
- f. The chairperson shall be determined by the Elections Committee by no less than a majority vote.
- g. The Elections Committee shall have the power and duty to recommend, to the Executive Leadership Council, policies and procedures for the upcoming Elections cycle that are not addressed in the TN Bylaws, and Elections Code. The Executive Leadership Council must receive and vote on these recommendations no later than 45 days before the beginning of the upcoming Election.
- h. The Elections Committee Chairperson shall work with the Membership Chairperson, the Treasurer, and the Secretary of Thursday Network to verify eligibility to vote for TN members.
- i. The Elections Committee shall provide proper procedures to allow for absentee balloting.
- j. The Elections Committee shall publish Rules, Regulations, Guidelines and an Elections Timetable and make these available to all TN members and Candidates. The Executive Leadership Council must approve these documents prior to release.

8.03 Time of Elections

- a. Elections shall be held every year and begin at the July General Body Meeting and conclude at the August General Body Meeting.
 - i. Nominations for each position will take place at the July General Body Meeting.
- b. A campaign period not longer than one month shall conclude with a vote, by ballot, of the members in good standing of Thursday Network the day of the August General Body Meeting.
- c. No campaign speeches shall be allowed at the July General Body Meeting or any meeting outside of the August General Body Meeting and Meet the Candidates Forums.
- d. The Chairperson of the Elections Committee shall, with consent of the Executive Leadership Council, determine and publish a timetable of all dates, deadlines, milestones, and requirements for the elections process no later than the June General Body Meeting.
- e. Each elected position may serve no longer than one (1) calendar year, which constitutes one full term.

8.04 Nominations

- a. **Methods of Nomination.** An Individual Member shall seek election to an office by being nominated in the following way:
 - i. A member of the Voting Body may nominate another Individual Member (a “Third Party Nomination”) by contacting the Elections Chairperson, no later than the date specified in the Elections’ Timetable.
 - ii. A member of the Thursday Network may nominate himself/herself by contacting the Elections Chairperson no later than the date specified in the Elections Timetable.
 - iii. A nominated member must submit a completed Election packet and meet all requirements to stand for election no later than the date specified in the Elections Timetable.
- b. **Approval of Nomination.** The Elections Chairperson shall approve the Third Party Nomination upon verification that all requirements for placement on the ballot have been

met. These requirements include, but are not limited to, all requirements set forth in Article II and Article IV of these Bylaws. No Candidate shall be elected to office unless an approved Third Party Nomination is on file with the Elections Chairperson.

- c. **Limitation.** No candidate shall run for more than one position/office on the Executive Leadership Council in a given election year.

8.05 Voting

- a. **Voter Qualifications.** Only the Voting Body, which shall consist of members in good standing (i.e. those persons that have met all requirements for satisfying membership as described in Article II), is eligible to vote. The Membership Chairperson and the Treasurer shall forward a list of Chapter Members eligible to vote to the Elections Chairperson no later than 10 days prior to the Annual Elections Meeting. A list of all members in good standing qualified to vote shall be available at the Annual Elections Meeting.
- b. **Ballots.** Voting shall be by ballot at the August General Body Meeting. Absentee ballots shall be allowed provided that the Elections Chairperson receives the absentee ballot by the date specified in the Elections Guidelines. Each ballot and absentee ballot shall contain the names of all eligible candidates for all open positions. Each Voting Member shall cast one ballot.
- c. **Vote Tabulation.** The Elections Committee shall collect the ballots, count the votes and announce the results of the election. The Elections Committee shall oversee the counting of the ballots immediately following the voting procedure, as specified by the Election Guidelines & Timetables.
- d. In the event that a candidate is unopposed, such candidate must have received a majority of the votes cast to win.

8.06 Run-Off Election

- a. In the event of a tie vote for an executive Leadership Council position, the candidates with the highest equal votes shall participate in a run-off election until one candidate receives a simple majority (i.e. 51%) of the votes cast. The run-off election shall occur at the Annual Elections Meeting.
- b. No absentee ballots shall be allowed for any run-off election.

8.07 Elections Results

The results shall be announced at the end of the August General Body Meeting, following the vote tabulation.

8.08 Campaigning

For Annual Elections campaigning, the following guidelines will be observed:

- a. The Elections Committee will submit proposed rules and regulations to the Executive Leadership Council for approval by majority vote.
- b. During the one (1) month campaign period, the Elections Committee, in conjunction with the Executive Leadership Council, shall host at least one "Meet The Candidates" event for TN members to interact with candidates for office.
- c. No candidate shall at any time distribute any type of elections related handout, or electronic communication, through official TN websites, email addresses or other

- channels, including social media.
- d. Candidates are prohibited from mailing elections material to the home of any TN or GWUL member or employee.
 - e. During the one (1) month campaign period, all candidates shall be bound to adhere to the rules and standards of the TN Constitution, Bylaws, and Elections Code.
 - f. The Annual Elections Committee shall, as part of their duties, provide and enforce a list of “Major Violations” and “Minor Violations” of Elections Regulations.
 - g. One (1) or more Major Violations shall result in disqualification. Two (2) or more Minor Violations shall result in disqualification.
 - h. Disqualified candidates shall be eligible to appeal disqualification. The Executive Leadership Council shall provide an expedient appeals process, so that all appeals occurring before the August General Body Meeting shall be heard in advance of the August General Body Meeting.
 - i. No disqualifications shall be publicized in any way to the General Body before the appeals process is exhausted for all candidates.
 - j. Campaign Speeches shall occur at the August General Body Meeting. No speeches shall be allowed at any other TN activities occurring during the campaign period with the exception of the Meet The Candidates Forum.
 - k. It will be up to the discretion of the Elections Committee if speeches will occur at the Meet The Candidates Forum. In the event speeches are allowed, all candidates will be afforded equal time to speak.
 - l. The Elections Committee shall have the power to call for a Presidential Debate as part of the Meet the Candidates Forum or the August General Body Meeting.
 - m. The Elections Committee shall have the power to call for a Vice-Presidential Debate as part of the Meet the Candidates Forum or the August General Body Meeting.

ARTICLE IX – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the Organization in all cases in which they are applicable and in which they are not inconsistent with these bylaws, any policy or governing document of the Greater Washington Urban League and any special rules of order the Organization may adopt.

Revised June 26, 2017

Revised December 27, 2018