



## **Leadership Development Council By-Laws**

### **Article 1: Mission**

The Leadership Development Council (LDC) as a program of the Pride Center of the Capital Region seeks to attract a diverse community of Millennials, Gen-Y, Gen-Xers (MYX), and Gen-Z committed to becoming the future leaders of the Center and its work.

### **Article 2: Objectives**

- *Engage* an underrepresented generation of Capital Region residents in the programs, community, and work of the Center.
- *Create* a project that will benefit the Center and its programs through fundraising, volunteering, and outreach.
- *Increase* the Center's relevance to MYX LGBTQ Capital Region residents through strong collaboration with the Center's staff.
- *Develop* a new generation of board members, volunteers, donors, and leaders in the Capital Region LGBTQ community.

### **Article 3: Structure**

Each new class of LDC members will select the following positions by majority vote within the first three months of their program year of service:

1. Chair or Co-Chairs
2. Vice-Chair (if there are not co-Chairs)
3. Membership Selections Chair
4. Marketing Chair

Each LDC class has the authority to develop additional chair positions as they deem necessary to fulfill the mission and objectives of the LDC. Potential chair positions include a Finance Chair, a Fundraising Chair, and a Volunteer Chair.

We suggest that the responsibility of taking meeting minutes rotate between all the members to ensure each person is able to fully participate in the meeting.

### *3.1 Chair Responsibilities*

#### 1. Chair or Co-Chairs:

- Schedule and preside over LDC meetings, including setting the agenda;
- Lead development of short- and long-term goals for the LDC, and ensure the LDC meets all goals;
- Serve as primary liaison to Executive Director, Center staff, and members of the Board of Directors;
- Hold LDC members accountable to complete any assigned tasks on schedule;
- Issue a progress report to the Board of Directors at least twice a year.

#### 2. Vice-Chair (if applicable):

- Implement the directives of the Chair;
- Serve in the Chair's stead in his or her absence, presiding over all general meetings in the absence of the Chair;
- Assist the Chair in holding LDC members accountable to assigned tasks;
- Oversee any Committee Chairs should LDC committees be created.

#### 3. Membership Selections Chair:

- Create and update LDC membership applications;
- Ensure LDC applications are available online;
- Ensure LDC applications are marketed in the Center's emails, *CommUnity*, the Center's website, and on Facebook by working with staff;
- Collect applications and disperse them to LDC members who will conduct the first round of candidate interviews;
- Ensure finalists schedule interviews with the Center's Executive Director.

#### 4. Marketing Chair:

- Ensure any LDC events are advertised in the Center's emails, *CommUnity*, the Center's website, and on Facebook by working with staff;
- Create LDC Facebook events so that members can promote LDC events on their personal Facebook pages;
- Manage an LDC Facebook page and/or Twitter account should one be created.

## **Article 4: Code of Conduct**

- As volunteers, Members are bound to abide by all the Center's standards, policies, and regulations regarding the conduct of volunteers. Members are expected to adhere to the highest ethical standards while engaged in LDC business, events, and/or activities.
- No LDC member may engage in any illegal or unethical conduct while serving in an official capacity as a member of the LDC.
- The LDC is a non-partisan, non-religious organization. Members will not use their LDC affiliation in offering political or religious endorsements.
- No Member shall engage in any harassment, either physical, sexual, or verbal/written, of any other LDC member, candidate for membership, Center staff, or Center community member, nor discriminate on the basis of sexual orientation, country of origin, gender identification, relationship status, socio-economic status, religious or political affiliation, physical or mental disability, or HIV status.

Violating these codes of conducts are grounds for immediate removal from the LDC.

## **Article 5: Membership**

### *5.1 Diversity*

The LDC will use its best efforts to recruit potential applicants who are diverse in terms of gender identity and expression, sexual orientation, race, ability, and socio-economic status.

### *5.2 Number*

LDC membership will be between 8-10 members. The LDC and Executive Director of the Center can decrease or increase the number of members in each class by majority vote.

### *5.3 Qualifications*

- LDC members must be at least 18 and pre-retirement age who identify as LGBTQ or who are allies.
- LDC members must be working professionals (exceptions will be made should a member face a job transition).
- LDC members must commit to monetarily donate at least once per fiscal year to the Center.
- LDC members must be committed to the work of the Center and diversity and inclusion.
- LDC members must possess leadership ability as demonstrated by professional position, previous or current volunteer work, or member recommendation.
- LDC members must be willing to commit to one year of service and participate in monthly or bi-monthly meetings.

#### *5.4 Selection*

LDC members are encouraged to recruit qualified peers to apply for the LDC. Candidates must complete an application that will be reviewed by the Membership Selection Chair. Each candidate will then be interviewed by two LDC members, neither of whom can be a member who recruited their application. The LDC pairs will make a membership recommendation to the Membership Selection Chair. Finalists will be interviewed by the Executive Director of the Center who will then invite qualified candidates to join the LDC.

#### *5.5 Terms*

Each LDC member will formally serve for one program year. Following the year of service, each member also has the option of becoming a member of the LDC Steering Committee who will assist the Executive Director in developing programming for the next class.

#### *5.6 Removal*

The Executive Director may remove a Member of the LDC at any time. Members may also be removed by a quorum of unanimous vote of other members present at a regularly scheduled meeting. Grounds for removal include violating the Code of Conduct, failing to regularly attend meetings, failing to regularly communicate with the Chair and LDC members, and failing to complete assigned tasks.

#### *5.7 Resignations*

Any Member may resign at any time. Resignation shall be effective upon giving written notice to the Chair or Executive Director unless the notice specifies a later time for the resignation to become effective.

### **Article 6: Meetings & Events**

#### *6.1 Regular Meetings*

Regular meetings of the LDC shall be held on dates and at times designated by resolution of the LDC. The LDC shall endeavor to set the schedule of any regular meetings for the year before the preceding year.

Members must attend meetings regularly. If a meeting must be missed, members must inform the Chair as soon as they become aware they will be unable to attend. Regularly failing to attend meetings and/or communicate with the Chair is cause for removal.

Attending a meeting by phone or other conference call technology is permissible.

#### *6.2 Special Meetings*

Special meetings may be called by any member of the LDC. Special meetings may be required in order to ensure the mission and objectives of the LDC are met. Members will make every effort

to attend any special meetings. If members are unable to attend a special meeting, they must inform the Chair as soon as they are aware they will be unable to attend.

Attending a special meeting by phone or other conference call technology is permissible.

### *6.3 Events*

The LDC may plan events as community-builders and/or fundraisers. Members will make every effort to attend LDC events. If members are unable to attend an event, they must inform the Chair as soon as they become aware they will be unable to attend.

## **Article 7: Committees**

The LDC may need to form committees in order to accomplish its mission and goals. Committee membership can include non-LDC members, but an LDC member must chair each committee. The Committee Chair will report to the Vice-Chair (or the Chair/Co-Chairs if applicable). Committee Chairs will be responsible for scheduling and presiding over committee meetings and ensuring the committee meets its goals and objectives.

## **Article 8: LDC Steering Committee**

The LDC Steering Committee consists of former LDC members who want to continue their service to the Center by assisting with LDC programming for future classes. The Steering Committee commits to one program year of service and is managed by a Chair who works closely with the Executive Director to ensure the programming developed by the Steering Committee meets LDC learning needs.

The Steering Committee is also governed by the LDC by-laws and meets every other month. Additional meetings may be required as needed for program development.

Each member of the Steering Committee is required to deliver an LDC program as developed by the Steering Committee. Committee members may present in pairs as long as all required material is covered. Required material consists of content to be delivered over the course of the year by the Executive Director and the Steering Committee.

Topics that may be covered include fundraising strategies and methods, volunteer management, board management and membership, Pride Center programs, leadership development, non-profit management, community-building, etc.

## **Article 9: Amendments**

The LDC may adopt, amend, or repeal by-laws by a 2/3 member vote.