

**BYLAWS OF  
YWCA GREATER HARRISBURG  
JUNIOR BOARD**

**ARTICLE I – GENERAL**

Section 1.01 – Name

The name of the organization shall be the Junior Board of YWCA Greater Harrisburg (the “Junior Board”). YWCA Greater Harrisburg shall hereinafter be referred to as the “YWCA”.

**ARTICLE II – MISSION**

Section 2.01 – Mission Statement

To create awareness and support of the mission of the YWCA in the community. The mission of the YWCA states:

The YWCA Greater Harrisburg is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom, and dignity for all.

To develop leadership skills in young women with the ultimate goal of creating a pipeline for individuals with institutional knowledge and dedication to matriculate to the YWCA Association Board.

**ARTICLE III – GOALS**

Section 3.01 – Goals

The goals of the Junior Board as are follows:

- To develop leadership and community service skills;
- To mentor and foster those who have a desire to serve the Greater Harrisburg community;
- To become familiar with, raise awareness of, and raise funds in support of the missions and operations of the YWCA by participating in related projects.

**ARTICLE IV – BOARD MEMBERS**

Section 4.01 – Eligibility

The Junior Board shall consist of no less than twelve (12) and no more than twenty (20) members who have the potential to make outstanding civic, educational, and cultural contributions to the community. Members must be between the ages of 21-35 when invited to join the Junior Board. The above provisions may be waived by approval of the Junior Board.

#### Section 4.02 – Selection of Members

Prospective members shall submit applications for review by the Junior Board. The Junior Board may approve or disapprove prospective members in its sole discretion.

#### Section 4.03 – Term

All appointments to the Junior Board shall be for a term of three (3) years. No member shall serve more than two (2) consecutive terms or six (6) years. The terms of the members shall be structured such that approximately one-third (1/3) of the members shall be elected each year. Terms shall begin on September 1<sup>st</sup> each year.

Any member who joins mid-year to fill a vacancy, and whose initial term is for less than three (3) full years, is eligible to serve an additional three (3) year full term.

#### Section 4.04 – Vacancies

In the event of a vacancy on the Junior Board, applications will be accepted to fill the vacancy and reviewed in accordance with Section 4.02.

#### Section 4.05 – Member Responsibilities

The Executive Committee shall determine Junior Board member responsibilities. A document describing Junior Board member responsibilities shall be provided to all members at the first meeting of each calendar year.

#### Section 4.06 – Member Removal

A board member may be removed by a majority vote of members then serving if the board member does not comply with the Junior Board member responsibilities as described in Section 4.05.

### ARTICLE V – COMMITTEES

#### Section 5.01 – Executive Committee

The Officers of the Junior Board (as defined in Article VII) and the immediate Past President shall constitute the Executive Committee. The role of the Executive Committee will be general supervision of all activities of the Junior Board and all communication with the YWCA Association Board.

The Executive Committee shall meet at the call of the President.

#### Section 5.02 – Special Committees

The Executive Committee shall name all special committees that the needs of the Junior Board may require.

#### Section 5.03 – Committee Duties

The chairperson of each committee shall be responsible for committee minutes and shall distribute such minutes to the Executive Committee. The chairperson of each committee shall report to the Executive Committee the activities of their committee and, upon completion of their term, give a copy of all minutes to her successor together with other committee records.

## **ARTICLE VI – MEETINGS**

### **Section 6.01 – Meetings**

There shall be at least four (4) meetings of the Junior Board during the calendar year to be set prior to the last meeting of the preceding calendar year. A Board member who fails to attend more than fifty percent (50%) of the regular meetings in a calendar year may be asked to resign at the discretion of the President.

### **Section 6.02 – Committee Meetings**

Committee meetings may be called by the Committee Chair. Notice of such meetings shall be sent to all members at least seven (7) days prior to the committee meeting. The notice shall contain the business to be discussed at the meeting.

### **Section 6.03 – Special Meetings**

Special meetings may be called by the President. Notice of such meetings shall be sent to all members at least seven (7) days prior to the special meeting. The notice shall contain the business to be discussed at the meeting.

### **Section 6.04 – Quorum and Voting**

A majority of the entire Junior Board shall constitute a quorum for the transaction of business.

The affirmative vote of two thirds (2/3) of the members present is required for action on any matter except as otherwise provided in these bylaws.

### **Section 6.05 – Meeting by Telecommunications**

When necessary or permitted by the President, members of the Junior Board may participate in regular board meetings or committee meetings by means of a conference telephone, virtual meeting, or similar communications equipment allowing all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.

## **ARTICLE VII – OFFICERS**

### **Section 7.01 – Officers**

The elected officers of the Junior Board shall be President, Vice-President, Secretary, and Treasurer. Each officer shall serve a one-year term and shall serve until a successor is elected. No member shall hold the

same office for more than two (2) consecutive terms, or two years. Officers may be removed for cause upon the motion of a Board member and approval by at least two thirds (2/3) of the entire Junior Board.

#### Section 7.02 –Duties

The duties of the officers shall be such as their respective title implies and as specified by these bylaws. All officers shall keep a permanent record of their work and, upon retiring from office, shall deliver to the incoming President, or their successor, all property belonging to the Junior Board.

#### Section 7.03 – President

The President shall preside at all meetings of the Junior Board. The President shall exercise general supervision of the affairs of the Junior Board and shall see that such affairs are conducted in accordance with the bylaws of the Junior Board and the mission of the YWCA. The President shall call special meetings, Executive Committee meetings, fill vacancies in office, appoint the committees, and shall serve on the YWCA Association Board. All communication with the YWCA Association Board and executive officers, as well as all external communications, shall be through the President or her delegate.

#### Section 7.04 –Vice-President

The Vice-President shall perform the duties of the President in her absence and, in the event of the President's inability to serve, shall become President for the unexpired term. The Vice-President shall also be President-Elect and shall become President after serving a one-year term as Vice-President.

#### Section 7.05 – Secretary

The Secretary, or her designee, shall keep all minutes and records of the Junior Board. Minutes shall be circulated to all members of the Junior Board via email prior to the next scheduled meeting for review and approval by the Junior Board. The Secretary shall keep the commitment matrix up to date for distribution at each regular meeting. The Secretary shall preserve a permanent file of all minutes and records of the Junior Board and its officers, to be transferred to her successor on completion of the term of office.

#### Section 7.06 – Treasurer

The Treasurer shall account for all money raised through the Junior Board special events and fundraisers and report on designated expenditures, as well as individual Board members compliance with fundraising or ticket sale requirements.

### ARTICLE VIII – Amendments of Bylaws

#### Section 10.01 – Amendments of Bylaws

These Bylaws may be amended or repealed at regular meetings by two thirds (2/3) of the members of the Junior Board present and voting. The proposed bylaw amendments must be presented at least fourteen

(14) days in advance of the meeting at which the amendment is to be voted on. Amendments to these Bylaws must be approved by the Association Board.

Date Adopted: March 12, 2024