

Charter of UNMC and Nebraska Medicine Emerging Professionals Program

ARTICLE I – NAME, PURPOSE

- Section 1: The name of the program shall be Emerging Professionals Program (EPP).
- Section 2: Emerging Professionals Program or (“EPP”) serves UNMC and Nebraska Medicine by providing a platform that empowers emerging professionals to connect, engage, and grow through our shared organizational values.

ARTICLE II – MEMBERSHIP

- Section 1: Any UNMC or Nebraska Medicine colleague or student can become an active member and participate in the Emerging Professionals Program by choosing to opt-in to receive information.
- Section 2: The membership term aligns with the program’s fiscal year. On July 1st of each year, the active members list is updated by the membership committee.

ARTICLE III – LEADERSHIP TEAM (“Officers”)

- Section 1: Officer Role, Size, Compensation. The officers are responsible for overall policy, strategic planning, and direction of the operations of EPP. The leadership team shall have not fewer than four or more than eight officers from UNMC and Nebraska Medicine. The leadership team receives no compensation beyond their normal employment compensation from UNMC or Nebraska Medicine.
- Section 2: Meetings. The leadership team shall meet at least monthly, at an agreed upon time and place. Special meetings may be called by the President or one-half (1/2) of the leadership team at any reasonable time with proper notice.
- Section 3: Elections. Election of new officers or election of current officers to another term will be conducted in April or May each year through an application process. Orientation will begin shortly after elections. The newly elected leadership team will begin their term on July 1st. Officers will be selected by current leadership team and advisory board.
- Section 4: Terms. All officers shall serve one-year terms. Officers with the exception of the president can be re-elected for a maximum of three consecutive terms. The vice president will resume the roll of president in year two. To be considered for any other officer position, one must have actively participated on a committee for a minimum of one year.
- Section 5: Quorum. A quorum must be attended in person or via telephone by at least 75 percent of the leadership team before business can be transacted and motions made or passed.
- Section 7: Executive Leadership Team and Duties. There shall be four officers on the leadership team consisting of a President, Vice President, Treasurer, and Secretary. By a majority vote of the current members of the leadership team, up to two additional members can be added to fulfill duties deemed necessary. The required positions are as follows:

The President shall convene regularly scheduled leadership meetings. He/she will be responsible for leading a strategic planning process to ensure the

organization fulfills the mission and vision. In addition, this person will promote the organization and engage the necessary supporting entities. He/she will also coordinate sponsorship activities with the advisory board.

The Vice-President shall be prepared to fulfill any obligations of the President in his/her absence, including but not limited to becoming the “Interim President”, in the event that the President leaves the group for any reason. He/she will be responsible for assisting in the administration and the liaison between the committee chairs and leadership team. He/she will also coordinate the leadership team meeting agendas and send out meeting notices

The Treasurer shall be responsible for coordinating all activities relating to the organizational finances. He/she will work closely with the leadership team and advisors to assist in the preparation of the budget. *The Secretary* shall be responsible for taking and sending minutes at the monthly leadership meetings and maintaining reports on file. In addition, this person will ensure the bylaws are adhered to at all times.

Section 8: Vacancies. When a vacancy on the leadership team exists, nominations for new officers may be received from present leadership team members or the advisors one week in advance of a leadership team meeting. These nominations shall be sent out to existing officers with the regular meeting announcement, to be voted upon at the next leadership meeting. These vacancies will be filled only to the end of the particular officer’s term.

Section 9: Resignation, Termination and Absences. Resignation from the leadership team must be in writing and received by the President. An officer shall be removed from the leadership team if he/she has three unexcused and/or excused absences from monthly meetings in a single calendar year. An officer may be removed for other reasons by a three-fourths vote of the remaining officers and advisors should they not uphold the values of the organization.

ARTICLE IV – LEADERSHIP COMMITTEES

Section 1: Formation. The leadership team may create committees as needed. Committees may be tasked with any activity deemed necessary by the leadership team. Each committee shall have two Committee Co-Chairs selected by the leadership team and advisors. The committee co-chairs shall appoint committee members as they deem necessary. Committee co-chairs must attend leadership meetings when needed and report all committee activity to the Vice President.

Section 2: Committee Co-Chairs and Duties: Current committees include Membership, Communications, Events, Community Engagement, The committee co-chairs are responsible for the following:

Membership Committee Co-Chairs shall be responsible for recruiting new Members, ensuring the retention of current members, and helping the program achieve steady and healthy growth. The membership committee chairs will maintain the membership directory and will provide an update on member status and participation. The membership chair will also attend the new-employee and new-student orientations to recruit new members, along with any other events deemed necessary.

Communications Committee Co-Chairs shall be responsible for managing all internal and external communications for the program and maintaining a consistent brand image. Specific responsibilities include updating social media as well as marketing and promotional materials, both print and electronic (UNMC Today, Nebraska Medicine Now, direct emails to members, flyers, calendar of events, etc), responding to phone calls and emails from current and potential members, and managing the website. The communications committee chair will also be responsible for producing and collecting surveys from EPP members to help improve the program.

Events Committee Co-Chairs shall be responsible for planning and executing all EPP sponsored events within the budget set by the advisors and leadership team. The event committee chair will work with the communications committee to promote upcoming events.

External Community Engagement Co-Chair shall be responsible for maintaining a relationship with the Greater Omaha Chamber and engaging with other local Young Professionals in Greater Omaha and surrounding communities. . The community engagement chair shall also be responsible for seeking out volunteer opportunities and working with the events committee to plan philanthropic events throughout the community. *Internal Community Engagement Co-Chair* shall be responsible for maintaining a relationship with UNMC and Nebraska Medicine stakeholders of all committees and councils the Emerging Professionals

Program is involved in. The internal community engagement chair shall be responsible for facilitating a seat at the table when necessary for the committees and councils that the EPP deems appropriate.

- Section 3: Meetings. The committees shall meet as often as the committee chair and members feel necessary. The date, time and place of the meetings shall be set by the committee chairs. A separate policy will be maintained by the current year President and Vice President outlining attendance requirements external to this bylaw charter.
- Section 4: Terms. All committee chairs shall serve one-year terms. Chairs can be re-elected for a maximum of two consecutive terms in one committee chair role or three years as a member of the board.
- Section 5: Vacancies. When a vacancy on the leadership team exists, nominations for new officers may be received from present leadership team members or the advisors one week in advance of a leadership team meeting. These nominations shall be sent out to existing officers with the regular meeting announcement, to be voted upon at the next leadership meeting. These vacancies will be filled only to the end of the particular officer's term.
- Section 6: Resignation, Termination and Absences. Resignation from the leadership team must be in writing and received by the President. An officer shall be removed from the leadership team if he/she has three unexcused and/or excused absences from monthly meetings in a single calendar year. An officer may be removed for other reasons by a three-fourths vote of the remaining officers and advisors should they not uphold the values of the organization.
- Section 7: Vice Presidency Appointment. In the event of multiple candidates for the incoming Vice Presidency role, the incoming President shall be responsible for making the selection and appointment decision based on the needs of the group at large.

ARTICLE V – EXECUTIVE ADVISORY BOARD

- Section 1: Role, Size, Compensation. The Executive Advisors shall be responsible for providing input to the Leadership Team with the purpose of helping the organization align with company initiatives. The Advisory Board shall have not fewer than four or more than six officers with equal distribution between UNMC and Nebraska Medicine. The advisors receive no compensation beyond their normal employment compensation from UNMC or Nebraska Medicine.
- Section 2: New Appointments. Appointment of new Executive Advisors shall be conducted by the Leadership Team if there is a vacancy.
- Section 3: Term. The Executive Advisors will remain on the board as long as they can.
- Section 4: Meetings. The Executive Advisors will attend at least two of the Leadership Team meetings each year.

ARTICLE VI – FISCAL YEAR

The fiscal year of EPP shall run concurrent with the fiscal year of the organizations starting on July 1 and ending on June 30.

ARTICLE VII – CONFLICT OF INTEREST POLICY

No member of the Leadership Team, or any of its committee members, shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with EPP. Each such individual shall disclose to EPP any personal interest, which he or she may have in any matter pending before EPP and shall refrain from participation in any decision on such matter.

ARTICLE VIII – LEGAL CONTRACTS

Any binding legal contract must be reviewed/approved by the TNMC legal representative and signed by an advisory board member of EPP.

ARTICLE IX – AMENDMENTS

This Charter may be amended when necessary by a three-fourths majority of the Leadership Team. Proposed amendments must be submitted to the President to be sent out with regular Leadership Team announcements.

IN WITNESS WHEREOF, the EPP Leadership Team has approved, adopted and executed this Charter as of the 31 day May 2021.