

LEADERSHIP NORTH HOUSTON BY-LAWS

These by-laws were adopted by the Board of Directors for Leadership North Houston in 1995. A vote by a simple majority of the Board of Directors may change these by-laws.

Article I. Name

The name of this organization shall be Leadership North Houston. The organization is governed by a board of directors composed of participating organizations in the greater north Houston area. Leadership North Houston exists for the sole purpose of furthering the purpose of Leadership North Houston.

Article II. Purpose

Section 1. Mission Statement Leadership North Houston is a multi-community based organization committed to educating and enhancing the involvement of existing and emerging leaders relative to important issues, challenges, and opportunities, in the multi-community area in order to make it the best possible place for all to live and work.

Section 2. Goals The primary goals of Leadership North Houston include:

- A. Educate, train, and provide experiences to enhance leadership skills for emerging and existing leaders from throughout the multi-community area.
- B. Provide the opportunity for participants to develop and maintain lasting peer relationships among leaders interested in greater north Houston.
- C. Inform and stimulate emerging and existing leaders to commit their efforts to significant needs in the area.
- D. Instill a sense of the “greater good” that will motivate participants to help make a difference, working toward solving significant problems and capitalizing on important opportunities afforded in the multi-community area.

Article III. Membership

Section 1. Membership Any organization may join to participate in the direction of Leadership North Houston. For 1995-1996 participating organizations included (but are not limited to): Humble Area Chamber of Commerce, North Houston Greenspoint Chamber of Commerce, Houston Northwest Chamber, Community Chamber, Tomball Area Chamber of Commerce, and North Harris Montgomery Community College District.(NHMCCD) which provides administrative support. Acres Home Citizens Chamber of Commerce, CyFair Houston Chamber of Commerce and the North Houston Association became participating organizations in 1996-1997. These organizations come together to achieve the mission of Leadership North Houston.

Section 2 Board of Directors “The governing body of Leadership North Houston includes up to two members from each of the participating organizations and the president of the Leadership North Houston Alumni.” The executive director is a non voting, ex-officio member of the board and is provided by the College District. The board is responsible for policy making and ensuring that policy is carried out in accordance with these by-laws. Positions on the board include:

- A. Chairman** The chief executive of Leadership North Houston . Responsible for overall direction and results. Chairs the Board meetings and Executive committee meetings (See Article III, Section 3 and Article IV, Section 1 and 2)
- B. Vice-Chairman** Serves as the Chairman elect. Coordinates the Participant Selection Committee (See Article IV, Section 2).
- C. Secretary/Treasurer.** Responsible for attesting to and reporting proceedings of the Board of Directors and the Executive Committee. The secretary/treasurer is the primary linkage between the board and the North Harris Montgomery Community College District. (See Article XI, Fiscal Agent).
- D. Executive Director** Responsible for working with the Board relative to the execution of the policies and actions of the Board. NHMCCD supplies a professional for this position. The executive Director is an ex-officio, non-voting member of the Board. Responsibilities include but are not limited to:
 - 1. Budgeting** Preparation and monitoring of the annual budget and financial reporting for the Board. Coordinates with the secretary/treasurer relative to incoming and outgoing funds.
 - 2. Applications and Nominations** Responsible for the program participant application process and nomination efforts. Develops and prepares application and nomination procedures and materials. Prepares information and materials for the Selection Committee on all applicants.

3. **Marketing** Responsible for planning, implementing, managing, and evaluating marketing activities undertaken to benefit recruitment of participants, awareness in the community, and fund raising activities.
 4. **Funds Development** Responsible for planning, managing, implementing, and evaluating all fund development activities.
 5. **Program Coordination** Coordinates all program elements including seven program elements (See Article V) plus the beginning and the ending retreats.
- E. **Members** All other board members serve in a capacity as warranted by needs and specific knowledge/abilities that may be called on by the Executive Committee and/or Executive Director to assist in carrying out the objective and goals of Leadership North Houston.

Section 3. Executive Committee This committee consists of the Chairman, Vice-Chairman, the Secretary/Treasurer and two other members from the Board. The purpose of the executive committee is to develop policy proposals for Board of Director approval.

Section 4. Selection Committee The selection committee is a designated group of five high level community leaders and two Leadership North Houston graduates independent of the Board of Directors but selected by the Board of Directors and coordinated by the vice-chairman. The task of the Selection Committee is to select the participants from among the numerous applicants and nominees collected by the Executive Director. Selections will be made based on applicant materials and evaluation information and criteria. (See Article VIII) supplied by the Board to the Selection Committee.

Article IV. Meetings

Section 1. The Board of Directors shall meet quarterly or more as determined by need and called by the Chairman.

Section 2. Executive Committee will meet quarterly or more as determined by need and called by the Chairman.

Section 3. The Executive Director will meet with individual members or parts of the Board as needed.

Article V. Program Elements

The nine-month program includes a 1 and 1/2 day opening retreat and a one day closing **session**. Additionally, Leadership North Houston includes the following seven, mostly one day programs (not necessarily in this order):

- A. Arts and Culture
- B. Business and Economic Development
- C. Education
- D. Health and Human Services
- E. Local and State Government (1 and 1/2 days)
- F. Criminal Justice/Legal System
- G. Subject to be selected by Participants

Each of these elements is designed to satisfy the overall mission of Leadership North Houston. Members of the board may participate in the overall recommendations and suggestions for program content. The above mentioned programs, the opening retreat and the closing session will be conducted over a nine month period from September through May on the Third Thursday of each month except when major calendar conflicts occur.(i.e., Spring Break, Easter Holiday)

In addition to the above stated elements of the program there will be a graduation banquet for the participants, spouse, and sponsor.

Article VI. Class Size

Class size to be determined each year by the board of directors using program goals, strategies and available resources criteria as part of the decision making process

Article VII. Participant Attendance

Participant attendance is required for all scheduled activities. If two sessions (1/2 or more of the session) are missed the participant will be terminated from the program with notice provided to the sponsor. Attendance does include group transportation when arranged. A participant may appeal termination in writing through the Executive Committee.

Dismissal from Program. Should the Program Director or a participant's sponsoring employer feel that a participant be removed from the program, a request must be made in writing to the board for consideration.

Article VIII. Participant Mix

The Selection Committee shall select the participants from among the applicant and nominee information supplied by the Executive Director. The Selection Committee shall attempt to select a cross section of participants based on the following criteria

- A.** Public organizations, e.g., government and law enforcement.
- B.** Private enterprises including: large, medium, and small businesses and the professions.
- C.** Non-Profit, e.g., human services, education, religion.
- D.** Geographical areas in greater north Houston

The Selection Committee will also endeavor to provide a diverse mix of community participants to the extent possible among the applicants.

Article IX. Scholarships

Limited financial assistance may be available through partial scholarships as needed and allowed by funding. Scholarship awards will be determined by the executive committee.

Article X. Fees

Tuition for participants will be set by the Board of Directors. There will be a non-refundable applicant/nominee fee of \$10.

Article XI. Fiscal Agent

North Harris Montgomery Community College District will serve as the fiscal agent for Leadership North Houston. All funds associated with Leadership North Houston will be handled by the director's office with Financial Committee/Secretary- treasurer of Leadership North Houston as the primary linkage.