

LPA OF GREATER MADISON RESOLUTION

1. WHEREAS, The Latino Professionals Association of Greater Madison (hereinafter “LPA”) is a special committee of the Latino Chamber of Commerce of Dane County, LLC (hereinafter “LCC”) and is governed by the LCC bylaws and other policies, and is subject to the oversight of the LCC Board of Directors; and
2. WHEREAS, the LPA is an inclusive, membership-driven group which offers professional development opportunities, creates relationships, and helps members build stronger ties to the community; and
3. WHEREAS, the LPA's mission to create an engaged community dedicated to the development and advancement of Latino professionals is compatible with the mission of the LCC; and
4. WHEREAS, the LCC and LPA wish to memorialize their collaborative operational and fiscal procedures;

NOW, THEREFORE, the LCC hereby adopts this Resolution.

LPA Goals.

In conducting its activities, LPA will offer events and activities focused on the following goals:

- a. Individual Development. LPA will promote the development of leadership and professional skills and experiences of its members.
- b. Community Outreach and Engagement. LPA will provide events and activities that raise community awareness and involvement among its members.
- c. Helping Employers Attract and Retain Latino Professionals in Madison. LPA will offer events and activities that help employers attract, retain and recruit Latino talent to the Dane County area.

LPA Organization

1. Volunteer Executive Team

The LPA will be led by an Executive Team with the roles and responsibilities outlined below. Executive Team members must be members of LPA of Greater Madison. Executive Team members are expected to guide the organization while also representing the interests and needs of its members.

1a. The President of the LPA of Greater Madison follows a self-nomination process and is then approved by LCC Board of Directors to a two-year term.

1b. Remaining Executive Team members are appointed by the LPA President and approved by the LCC Board. Executive Team members are elected to a term of two (2) years

a. Roles & Responsibilities

- (i) **President**
 - Is a member of the Board of Directors of the Latino Chamber of Commerce
 - Scheduling and presiding over Executive Team meetings, including preparing the agenda
 - Act as the liaison between the LPA of Greater Madison and other professional associations in Dane County and Wisconsin
 - Promote involvement in LPA of Greater Madison to all potential members
 - Serve as the leadership point of contact for LPA of Greater Madison
 - Oversee the work of the Executive Team and each team member

- (ii) **Vice President**
 - Perform the duties of the President in his or her absence
 - Promote involvement in LPA of Greater Madison to all potential members

- (v) **Events and Programs Chair**
 - Plan and coordinate the LPA of Greater Madison events and programs and maintain a rolling schedule of events
 - Oversee events committees
 - Promote involvement in LPA of Greater Madison to all potential members

- (vi) **Marketing Chair**
 - Increase community awareness of and engagement with LPA of Greater Madison and its members
 - Promote involvement in LPA of Greater Madison to all potential members

- (vii) **Membership / Recruitment Chair**
 - Coordinate annual member recruitment, application and enrollment process
 - Promote involvement in LPA of Greater Madison to all potential members

2. **Group Structure and Dues**

- a. LPA of Greater Madison will pursue its mission by holding monthly events for its members that are coordinated by the Program and Events Assistant with assistance from group members. The events will reflect the goals of LPA of Greater Madison.

LPA of Greater Madison will collect dues from its members for the purpose of holding events and supporting its mission. The initial amount shall be an annual fee of \$50, which can be paid on a member's behalf by his or her employer. Annually, based on a review and recommendation from the LCC Treasurer, the Executive Team shall evaluate and decide whether to modify the annual fee.

3. **Finances and Fiscal Responsibility**

The LCC will keep an LPA fund, an accounting of revenues and expenditures of the LPA of Greater Madison. Following the close of the LCC's fiscal year (December 31), the LCC Treasurer will evaluate the LPA of Greater Madison's revenues and expenditures and develop a cost allocation. If upon that evaluation, the LCC Treasurer concludes that the LPA of Greater Madison has not generated sufficient funds to offset its expenditures, a payable/receivable allocation will be created to be settled the following year. The LCC Treasurer will present the revenue/expenditure evaluation and allocation to the LCC Board of Directors at its March meeting for approval. The new cost allocation will inform the following year's budget.

Costs to be allocated to LPA of Greater Madison include:

- 1) Salary costs - The allocation of salary and payroll cost will be based on hours reported by the Program and Events Assistant . As a result, both the LCC President and the LPA of Greater Madison President must coordinate the approval of payroll hours.
- 2) Bill.com monthly fee - This will be allocated based on the number of invoices processed through the year.
- 3) Chamber master monthly fee - average of number of members and number of events
- 4) Monthly bookkeeping expense - divided equally between the LCC and the LPA.

While LPA of Greater Madison is special committee of the LCC, ,the LCC Treasurer will oversee all finances related to the organization.

The LPA will endeavor to generate sufficient revenues to offset all its expenditures. To that end, the LPA will also engage in other fundraising activities subject to the oversight of the LCC Board of Directors.

All revenues generated by the LPA through memberships dues, event tickets, sponsorships or other fundraising activities will be allocated to the LPA fund to carry out the activities of the LPA.

All expenses directly associated with LPA activities will be covered with LPA-generated funds.

Annually the LPA committee submits a budget for approval to LCC Board. The LPA committee has the discretion to make purchases that were within the budget. All purchase are subject to LCC purchases and payables policies.

All documents, products, processes and information generated or obtained by the LPA of Greater Madison (including, without limitation, member information) shall be the property of the LCC.

The LPA Executive Team has the authority to propose separation from the Latino Chamber of Commerce of Dane County and form an independent LPA (hereinafter "ILPA") once all of the following have been achieved:

- 1) The ILPA forms its own corporate entity.
- 2) The LPA has no outstanding financial liability to the LCC and its cash account equals the sum of the past six months of expenditures.
- 3) The ILPA and the LCC enter into a written agreement setting forth terms of the separation of the LPA from the LCC. Such an agreement shall include, but not necessarily limited to, the following: (a) terms for the transfer of LCC property to ILPA; and (b) terms of any continuing fiscal, administrative or operational collaboration.
- 4) The LPA should issue a communication to all LPA members regarding its the intent to form an ILPA and invite the members to the LCC Board of Directors meeting where action is proposed to be taken. LPA members may attend that meeting of the LCC Board of Directors to express their view regarding the separation

Approved by the Board of Directors of the Latino Chamber of Commerce of Dane County, LLC, on July 8, 2014.