

The Developing Professionals Club CHARTER

I. Purpose

A. Mission Statement

To build a sense of community at NASA John H. Glenn Research Center and develop employees into strong, competent, and motivated leaders by fulfilling the goals of the three main pillars.

B. Pillars

1. Personal and Professional Development

Encourage personal and professional development by facilitating easier access to opportunities and resources beneficial to DPC members.

2. Community Service

Support GRC and the local community through volunteer work and outreach activities.

3. Social Activities

Stimulate social networking among young professionals at GRC and other groups through a variety of activities in both casual and professional environments.

II. Membership

A. Meetings

Meetings are held either during the lunch hour, or outside of the normal core hours. While the club is GRC-sponsored entity, it is also a non-profit organization, and must hold meetings during personal time.

B. Members

Membership is open to all NASA employees including Civil Servants, Contractors, Coops, and Interns, regardless of age, race, or gender.

C. Membership Benefits and Dues

1. A membership list shall be maintained denoting paid and unpaid members, however, payment of dues is not required for DPC membership, participation in DPC activities, events, or website/forum usage.
2. Dues are collected and set per the provisions defined in Section IV.
3. Dues payment shall be required to receive the monetary benefits of paid DPC membership, including, but not limited to: reimbursement for relevant expenses and subsidized rates for events or other items.
4. Only paid DPC members can hold Executive Board positions.

III. Executive Board

A. Officers Definition

Officers are elected to a one-year term by paid DPC members (see Section IV). The term follows the federal government fiscal year: October 1st through September 30th of the following year. The members make nominations for each of the four Officer positions. Each nominee appears on the ballot available only to paid members. Nominees must be paid DPC members and can hold or run for only one Officer position.

B. Officers' Responsibilities

1. President

Responsible for the overall direction and activity of the DPC; plans general meetings, oversees and assists committees with planning, funding, and any other activities. Acts as the main point of contact between the DPC and GRC, or any other organization.

2. Vice President

Responsible for providing support to the President, as the alternate DPC point of contact, and the Treasurer, as the alternate financial contact.

3. Secretary

Responsible for the transcription and distribution of all meeting minutes and official DPC notes.

4. Treasurer

Responsible for the collection of dues and other monies for DPC activities. Has authority over the DPC bank account, writing checks for DPC activities, creating the DPC annual budget, and producing financial reports of DPC financial activity.

C. Committee Chairs and Co-Chairs Definition

Committee Chairs and Co-Chairs are nominated and voted upon by members that attend committee meetings and participate in committee activities. These are informal selections executed at the discretion of each committee. No person may hold more than one Chair or Co-Chair position. No formal term limits apply, but committees are encouraged to have nominations and/or elections on an annual basis similar to the officer elections. A Committee Chair or Co-Chair must be a paid DPC member.

D. Committee Chair and Co-Chair Responsibilities

1. Communications

Responsible for updating and maintaining the DPC website and distributing communications to DPC members and other interested parties.

2. Community Service

Responsible for committee activities including: planning and organizing service activities both internal and external to GRC and informing DPC members of volunteer opportunities.

3. Social

Responsible for committee activities including: planning and organizing social activities both internal and external to GRC and informing DPC members of upcoming activities.

4. Personal and Professional Development

Responsible for committee activities including: planning and organizing development activities both internal and external to GRC and informing DPC members of development-related activities and events.

IV. Finances

A. Definitions

1. **Officer** – A President, Vice President, Treasurer, or Secretary.
2. **Executive Board** – Collectively, the Officers, Chairs, and Co-Chairs.
3. **Allocation** – A line item in a budget, expenditure, or revenue, set as an allowance or expected expenditure for the specified budgetary period.
4. **Annual Budget** – Defined by the Treasurer and voted on by the Officers.
5. **Presidential Vote** – To mitigate the potential for a deadlock, the Presidential vote shall be counted twice when necessary.

B. Processes

1. Money shall be collected from DPC members in the form of dues. The frequency and amount of which shall be set by a vote of the Officers.
2. Annually, a new budget shall be proposed in a best-effort attempt to meet each Committee's financial requests and those of the DPC as a whole. The new budget shall be approved by a vote of the Officers.
3. General spending for DPC activities is not limited or restricted in any manner provided that the spending is in accordance with the budgeted amount and approved by a vote of the Officers.

C. Committee Spending

1. Each committee shall be allocated a funding amount in the Annual Budget. The dispersion between the committees shall not be required to be equal and will be defined in the Annual Budget.
2. Committees shall approach the Executive Board for funding. Funds shall not be limited or restricted in any manner, except by the limitation set in the Annual Budget. The entire Executive Board shall vote on the funding request of any committee, approving the funding request for the specified activity, denying the funding, or modifying the amount and/or usage of the proposed funds.
3. A committee's allocation may be altered as follows: A committee requests an increase in allocation from the Executive Board for a specific activity. If the board approves the funding request, they will then vote to reallocate the funds within the Annual Budget between Committees to adequately fund the activity provided that the Committee Chairs and Co-Chairs of the affected Committee(s) agree to the reduced allocations.

D. Fundraising

1. The DPC may perform fundraising activities as a means of revenue. General DPC fundraising activities must be approved by a vote of the Officers. The revenue yielded from general fundraising activities shall be allocated to the general DPC allocation in the Annual Budget.
2. Committees may perform fundraising activities as a means of revenue for the club. Committee fundraising activities are approved by a vote of the Executive Board. The revenue from committee fundraising activities shall be allocated to that committee's allocation in the Annual Budget. However, that committee may, if decided by a committee vote, to reallocate the fundraising revenue to the general DPC allocation, or to split the revenue in any manner between the general DPC allocation and the committee allocation.
3. Fundraising shall strictly adhere to all Glenn Research Center policies that prohibit any fundraising at GRC except in public areas, and prohibit the usage of government resources and tools to perform the fundraising. Both the Executive Board and the GRC legal authority must approve all fundraising activities.

V. Committees

A. Communications

1. Mission

To facilitate effective communication with the DPC and other interested parties.

2. Purpose

To provide mediums by which the DPC can obtain, distribute, and store information both internally and externally.

3. Functions

- i. Host monthly committee meetings to discuss the status of current tasks and address new requests.
- ii. Research, implement, and maintain means of disseminating information and promoting internal dialogue, including: websites, calendars, forums, mailing lists, newsletters, et cetera.
- iii. Collaborate with the other DPC committees to provide any necessary communications services.

B. Personal and Professional Development

1. Mission

To work to help the DPC provide opportunities and resources to its members in an effort to develop themselves professionally as well as personally.

2. Purpose

To afford DPC members opportunities to advance their careers and lives.

3. Functions

- i. Host monthly committee meetings to discuss the status of current tasks and plan new events and activities.
- ii. Serve as a source of information for recommended resources, such as Professional Mentoring and Financial Planning.

C. Community Service

1. Mission

To support GRC and the local community through volunteer work and outreach activities.

2. Purpose

To increase GRC's presence in the community by participating in various community service activities.

3. Functions

- i. Hold monthly committee meetings to plan future service activities.
- ii. Organize events with local charities and non-profit organizations that benefit the community.
- iii. Fill requests for volunteers from GRC-sponsored outreach activities.

D. Social Activities

1. Mission

Promote the development of strong camaraderie among DPC members and other GRC employees through various social activities.

2. Purpose

To provide opportunities for DPC members to interact with and develop a working rapport among GRC personnel.

3. Functions

- i. Host monthly committee meetings to discuss the status of current tasks and future plans.
- ii. Organize events intended to provide interaction and entertainment.
- iii. Represent NASA GRC and the DPC throughout the community to spread a positive reputation.
- iv. Implement ideas suggested by DPC members.
- v. Keep DPC members informed of upcoming events.