

Any town Jaycees

Chapter Bylaws

Article I – Name

Section 1: The name of this organization shall be the Any town Jaycees.

Section 2: The chapter shall be located in Any town, Any state, and at this address – , Any town, Any state – or at such other location to be determined at the discretion of the President.

Article II – Affiliation

This organization shall be and hereby is affiliated with the Any Region Junior Chamber, Any state Junior Chamber, The United States Junior Chamber, Junior Chamber International, and is subject to the Bylaws and Policies of these bodies insofar as they affect and prescribe the function of local Junior Chamber chapters.

Article III – Purpose

The purpose of this organization shall be to provide young persons training through leadership and to instill civic consciousness to better promote the welfare of the community and its citizens through active, constructive projects.

Article IV – Membership

Section 1: Any young person of good character between the ages of eighteen (18) and forty (40), both inclusive, is eligible for active membership in this organization with full privileges thereof.

Section 2: All applications for membership must be in writing and sponsored by a member in good standing. Applications must be accepted by a majority vote of the Board of Directors.

Section 3: Active membership shall cease on the member's Anniversary Date following his or her 41st birthday.

Article V – Dues

Section 1: The individual member's Anniversary Dues Date shall be the month in which the member's original dues for membership are submitted to the Any state Junior Chamber.

Section 2: The annual dues amount for regular members is set by the Board of Directors and is payable on or prior to the individual member's Anniversary Dues Date on record with The United States Junior Chamber. Upon failure to pay the amount when due, all rights and privileges of the individual member are terminated.

Article VI – Government

Section 1: The government of this organization shall be vested in a board of Directors consisting of the officers and the immediate Past President. Said officers shall be President, Management Development Vice President, Individual Development Vice President, Community Development Vice President, Membership Development Vice President, Treasurer, Secretary, and State Director.

Section 2: The Board of Directors shall have control of the property and management of the organization, subject to the will of the General Membership. Funds of the organization shall be withdrawn from the bank or banks with which they are on deposit by the joint signature of the President and the Treasurer.

Section 3: Should a vacancy occur in any office, the President or highest ranking officer shall appoint a replacement subject to the approval of the General Membership. The appointment shall serve the remainder of the term.

Article VII – Meetings

Section 1: The annual election meeting of the organization shall be held in November of each year, and notice of such meeting shall be mailed to each member at the last known address at least ten (10) days prior thereto.

Section 2: The organization shall hold a General Membership meeting at least once a month. Twenty-five (25) percent of the membership shall constitute a quorum.

Section 3: Meetings of the Board of Directors shall be held at prearranged dates or at the call of the President. For all meetings of the Board of Directors, a majority shall constitute a quorum.

Section 4: Special meetings of the General Membership or of the Board of Directors shall be called by the President or by the Secretary at the request of at least four (4) members of the Board of Directors.

Article VIII – Elections

Section 1: Not less than thirty (30) days prior to the annual election, the President shall appoint, with the approval of the Board of Directors, a nominating committee of not less than three (3) members.

Section 2: The nominating committee shall decide upon the names of candidates for election and shall make written recommendations to candidates for election and shall make written recommendations to the members not less than ten (10) days prior to the annual election.

Section 3: No member of the nominating committee shall be eligible to any office by action of the nominating committee.

Section 4: No officer shall be eligible for the same office two (2) consecutive terms.

Section 5: Additional names may be placed in nomination at the time of balloting providing eight (8) members, or then (10) percent of the members of the organization, whichever is greater, sign a petition requesting another name to be added.

Section 6: At the annual election, there shall be elected, in order, a President, Management Development Vice President, Individual Development Vice President, Community Development Vice President, Membership Development Vice President, Treasurer, Secretary, and State Director, all of whom shall constitute the officers of the organization.

Section 7: Officers and Directors shall assume their duties on January 1.

Article IX – Duties of Officers

Section 1: The President, as Chief Officer of the organization, shall supervise the organization's affairs and activities and shall make an annual report thereon to the members. The President shall be the organization's primary representative at Any state Junior Chamber functions.

Section 2: The Management Development Vice President, who shall preside at General Membership and Board of Directors' meetings in the absence of the President, shall also work with the President on such affairs of the organization as membership, finances, and public relations.

Section 3: The Individual Development Vice President shall work with the President on such affairs of the organization and the programs/projects for personal development of the individual members. The Individual Development Vice President shall preside at the General Membership and Board of Directors' meetings in the absence of the President and Management Development Vice President.

Section 4: The Community Development Vice President shall work with the President on such affairs of the organization and the programs and projects for community involvement. The Community Development Vice President will preside in the absence of the above-mentioned officers.

Section 5: The Membership Development Vice President shall work with the President on such affairs of the organization and the programs/projects for membership recruitment, orientation, activation and retention. The Membership Development Vice President will preside in the absence of the above-mentioned officers.

Section 6: The Treasurer shall issue notices of dues payable and be responsible for the collections thereof, and shall keep the books of the organization. The Treasurer shall prepare monthly financial reports and a final report for audit by his or her successor. The Treasurer shall also be responsible for legal documents of the chapter, including but not limited to: insurance, incorporation, and tax filing.

Section 7: The Secretary shall give notice of all regular and special meetings and shall keep a permanent record of the minutes of such meetings. The Secretary shall be custodian of all official records of the organization, including the newsletter and other communications.

Section 8: The State Director shall be the chapter liaison between other local chapters, the region, and the state and national Junior Chambers and shall promote current and upcoming functions of interest. The State Director shall be the organization's secondary representative at Any state Junior Chamber functions.

Article X – Removal from Office

Section 1: Any officer or director may be removed from office as a result of failure to fulfill the duties of said office or for conduct detrimental to the best interests of the organization. Said removal must follow the following procedures:

- A. A petition stating the charge shall be filed with the Secretary and signed by two-thirds (2/3) of the Board of Directors or by one-half (1/2) of the General Membership.
- B. The Secretary shall notify each member at least twenty (20) days before the question is placed on a General Membership meeting agenda.
- C. Said officer or director shall be permitted written notice of the charge twenty (20) days before the question is to be placed on a General Membership meeting agenda.
- D. The petitioners shall present their case first, said officer or director shall be heard second, and the vote shall be taken third. Two-thirds (2/3) of those voting shall be necessary to remove said officer or director from office. A quorum must be present at this meeting.

Section 2: Should the said officer be the Secretary, the Treasurer shall receive and distribute the petition. Should the said officer be the President, the Management Development Vice President shall preside during the removal proceedings.

Section 3: No removal proceedings shall be based more than once on the same evidence.

Article XI – Committees

Section 1: The Board of Directors shall determine the committees deemed proper and necessary to fulfill the object and purpose of the organization.

Section 2: The President, subject to the approval of the Board of Directors, shall appoint all committee Chairpersons.

Section 3: The President and the appropriate Vice Presidents shall be ex-officio members of all committees.

Article XII – Delegations

Delegations of special committees shall be appointed by the President, subject to the approval of the Board of Directors, to represent the organization at any convention, meeting, or assembly; as may be necessary. Such delegations or committees shall exercise only those powers specifically vested in them by the Board of Directors.

Article XIII – Authority to Bind

No member of this organization shall contract for or incur any debt or enter into any agreement or otherwise obligate this organization except by authorization of the Board of Directors or the General Membership.

Article XIV – Amendment

These Bylaws may be amended by a majority vote of the members present at any regular or special meeting, provided that written notice of the proposed amendment has been mailed to the last known address of each member at least ten (10) days prior to the date of such meeting.

Article XV – Parliamentary Authority

Robert's Rules of Order shall govern the proceedings of all meetings of the organization and its constituent parts except as provided in these Bylaws.

Article XVI – Policy

A written policy shall be established which shall state the rules pertaining to the adoption of programs, duties of officers and directors, and other matters of concern to the organization.