



**SOUTH CAROLINA JUNIOR
CHAMBER OF COMMERCE**

BY-LAWS AND POLICIES

Rev 07/16/2022

SOUTH CAROLINA JUNIOR CHAMBER OF COMMERCE BY-LAWS

ARTICLE 1 - NAME AND ADDRESS

BY-LAW 1-1 NAME:

The name of this Organization shall be the South Carolina Junior Chamber of Commerce, whose members shall be known as Jaycees.

BY-LAW 1-2 ADDRESS:

The permanent mailing address of the Corporation shall be in Columbia, South Carolina. The President and/or Secretary/Treasurer may setup a temporary address.

BY-LAW 1-3 SEAL:

This corporation shall have a corporate seal, which shall be circular in impression and have inscribed thereon the words: "SEAL, South Carolina Junior Chamber of Commerce, Inc."

BY-LAW 1-4 INSIGNIA:

The official insignia of this Corporation shall be determined by the Executive Committee.

ARTICLE 2 - PURPOSE

BY-LAW 2-1 PURPOSE:

This shall be an eleemosynary corporation organized for such educational and charitable purposes as will promote and foster the growth and development of young persons' civic organizations throughout the State of South Carolina. It shall further be the purpose of this Corporation to inculcate in the individual membership of such organizations, a spirit of genuine Americanism and civic interest, and it shall act as a supplementary educational institution, providing them with the opportunity for personal development and achievement and an avenue for intelligent participation, by young persons, in the affairs of their community, state and nation.

BY-LAW 2-2 CREED:

We Believe:

That Faith in God Gives Meaning and Purpose to Human Life;
That the Brotherhood of Man Transcends the Sovereignty of Nations;
That Economic Justice Can Best Be Won By Free Men Through Free Enterprise;
That Government Should Be of Laws Rather Than of Men;
That Earth's Great Treasure Lies in Human Personality;
And that Service to Humanity is the Best Work of Life.

BY-LAW 2-3 USE OF WORDS:

In these By-Laws, the use of words of the masculine gender shall include the feminine gender as appropriate, and the use of words of the neuter gender shall include the feminine gender or masculine gender, or both, as appropriate.

BY-LAW 2-4 NON-PARTISAN:

This Corporation shall be non-partisan and shall wholly abstain from any political affiliations or endorsements of candidates for public office; and shall prohibit the use of official Jaycee stationery to promote any candidates for public office.

BY-LAW 2-5 DISSOLUTION:

In the event of dissolution of the Corporation, all assets of the Corporation remaining after payment of debts shall be turned over or distributed to another eleemosynary corporation or corporations which are themselves exempt from taxation; the selection of such eleemosynary corporation or corporations to be approved by an affirmative vote of two-thirds of the accredited delegates assembled at a meeting of the Corporation called for that purpose. This clause shall be irrevocable.

ARTICLE 3 - AFFILIATION

BY-LAW 3-1 AFFILIATION:

This Corporation and its members shall be affiliated with the United States Junior Chamber of Commerce and the Junior Chamber International, and is subject to conform with the Constitution and By-Laws of each of these bodies insofar as they affect and prescribe their respective functions.

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ARTICLE 4 - MEMBERSHIP

BY-LAW 4-1 CLASSIFICATION:

Membership in this Corporation shall include three classes, as follows:

- A. Local Organization Members (Local Chapters).
- B. Individual Members, including:
 - 1. Individual Member
 - 2. Alumni Member
 - 3. Honorary Life Member
 - 4. Sustaining Member

A. LOCAL ORGANIZATION MEMBERS:

- 1. **Eligibility:**

Any young person's organization of good repute existing in the State of South Carolina organized for purposes consistent with those of this Corporation which have complied with the By-Laws of the United States Junior Chamber of Commerce, also known as JCI USA, shall be eligible for affiliation.
- 2. **Application:**

Such Organization may apply for membership in this Corporation upon filing with the State President a written application for membership (affiliation) signed by a paid member, notarized, and provided that the application must be sponsored by a local chapter of the Corporation in good standing. The written petition shall include:

 - a. Two copies of the "Application for Affiliation" to the United States Junior Chamber of Commerce.
 - b. A charter fee in the amount of fifty dollars (\$50.00) over and above the charter fee charged by the United States Junior Chamber of Commerce shall be paid to the Corporation by the sponsoring chapter of a newly affiliated Local Chapter.
 - c. National, State and JCI dues for each member for one year.
 - d. Two copies of the applicant's Constitution and By-Laws in proper order and complying with the South Carolina Junior Chamber of Commerce, United States Junior Chamber of Commerce and JCI containing the following particulars:
 - i. **Affiliation:**

"This Organization shall be and hereby is affiliated with the South Carolina Junior Chamber of Commerce, the United States Junior Chamber of Commerce and the Junior Chamber International and is subject to conform with the Corporate Charter and By-Laws of each of these bodies and shall not enact, change, or amend its By-Laws, Constitution, Articles of Incorporation, or Policies in such a manner as to be inconsistent with any requirements for affiliation.
 - ii. In the event this organization loses its Charter, is dissolved, or in any manner ceases to function, all assets of the organization shall be distributed to an IRS recognized Section 501(c)(3) charitable organization within ninety (90) days of the loss of said charter, dissolution, or termination, whichever is earliest. In the event a chapter does not distribute assets on it's own and all assets are turned over to the SC Junior Chamber of Commerce, the SC Junior Chamber of Commerce must turn assets over to the SC Jaycee Foundation, an IRS recognized Section 501(c)(3) charitable organization, after all chapter debts have been settled with the SC Junior Chamber of Commerce.
 - iii. The annual election of officers and directors shall take place between September 30th and December 1st each year and the officers and directors shall take office by January 1st

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- iv. The individual membership dues shall not be less than that amount charged by the State Organization.
- v. Any individual member may be terminated or suspended for good cause shown by a two-thirds (2/3rds) vote of those individual members of that member's Chapter present at a duly called meeting of the general membership.
 - 1. The member in question shall be given notice, in writing, of all known reasons for the termination or suspension, at least thirty (30) days prior to the date of the next regularly held or specially called meeting of that Chapter's general membership.
 - 2. Service of such notice shall be deemed complete upon mailing certified mail to the Member's last known address.
 - 3. Said member shall be afforded the right to be present in person to defend said action at a hearing to be held before that Chapter's general membership.
 - 4. All such proceedings shall be recorded in the minutes.
 - 5. Any Individual whose membership is suspended shall have no votes at any State function nor be allowed to participate in any State activities, including competitions during the suspension period.
 - 6. At the end of the suspension period, the Individual Member in question shall be offered the right to be present at the next regularly called meeting of the general membership of his/her Chapter to show cause as to reasons why the Individual Member should not be terminated. A vote shall be taken at said meeting as to the reinstatement or termination of that member. The procedure for termination at this meeting and thereafter shall proceed as above.

- e. Two copies of a complete roster of the Applicant Chapter's roster (membership) which must include at minimum ten (10) members, indicating first and last name (no initials), mailing addresses, verifiable e-mail address, telephone numbers and birth dates along with contact person in new chapter and affiliating chapter.

- 3. Approval:
The State President upon finding the applicant has met the requirements stated herein, shall forward the application to the United States Junior Chamber of Commerce. Denial of Membership in this Corporation by the State President shall be subject to appeal to the Executive Committee.

- 4. Acceptance:
In the event of acceptance, a Charter of Membership shall be presented to the applicant by the State President or Regional Director of the South Carolina Junior Chamber of Commerce. In the event of rejection, the application shall be returned forthwith. All affiliations must comply with the United States Junior Chamber of Commerce "Application for Affiliation" in every manner. Failure to meet all requirements may result in loss of application fees. Otherwise, upon rejection, all application fees shall be refunded.

- 5. Activation Date:
When the application of a new Local Organization Member is approved by either the State Executive Committee or State President and the United States Junior Chamber of Commerce, said Member and the Individual Members thereof immediately become fully paid, qualified Members entitled to all the privileges of the State and National Organizations.

B. INDIVIDUAL MEMBERS:

- 1. Individual:
 - a. Definition:
Local Organization dues-paying members in good standing between the ages of eighteen (18) and forty (40), inclusively, shall be considered Individual members of the Corporation. Individual members shall include any individual arriving at the age of forty-one (41) after the renewal date of his/her anniversary membership month. The following year this member will be an "automatic drop due to 'age-out'". Said age limits shall be set by the Local Chapter consistent with the age limits set by the State Organization to which the Local Chapter is affiliated. In no event shall said age limits

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be less restrictive than a limit restricting membership to those individuals who are at least eighteen (18) and no more than forty (40).

b. Eligibility to hold office:

Individual Members of the Corporation, who shall not have reached forty-one (41) years of age on or before the commencement of the term of office, shall be eligible to hold office in the Corporation, State Organization or Local Chapter provided, however, that other requirements for office are also met. The Chairman of the Board of the Corporation shall be able to serve even if he has attained the age of forty-one (41) on or before the commencement of his term of office. Individual Members who commence their term of office to a Local, State, or National office prior to reaching his/her forty-first (41st) birthday may continue to hold said office only until the current term of that office expires.

2. Alumni Member:

An Alumni Member shall be an individual who has reached the age of forty-one (41) years who previously was an Individual Member in good standing. No Alumni Member shall be entitled at any time to hold any office, or vote upon any matter of this Corporation, the United States Junior Chamber of Commerce, or any Local Chapter.

3. Honorary Life Member:

Honorary Life Membership in the South Carolina Junior Chamber of Commerce may only be conferred by the South Carolina Junior Chamber of Commerce upon such person or persons who, upon outstanding cause shown, are deemed worthy of receipt by a two thirds (2/3rds) vote of the accredited delegates present at any Meeting of the Corporation, provided the Executive Committee has recommended such action. Honorary Members may not vote or hold office in the Corporation. Honorary Life Members shall be the only Members of this Corporation exempt from paying dues to the Corporation. The following are Honorary Life Members of the South Carolina Junior Chamber of Commerce:

- a. George K. Willis---Rock Hill, S.C.---1963.
- b. Robert T. Ashmore---Greenville, S.C.---1968.
- c. Robby Dawkins---Florence, S.C.---1988.
- d. Gene Martin ---Mullins, SC --- 1998
- e. William Russell --- Rock Hill, SC--- 2000
- f. Scott Bryant --- Spartanburg, SC --- 2017
- g. Noel Bailey--- Cayce West Columbia, SC ---2017
- h. Heather Vardell --- Cayce West Columbia, SC --- 2022
- i. Heather Danley --- Lexington, SC --- 2022

5. Sustaining Member:

Individuals, groups and businesses desiring to assist financially in the work of this Corporation may be invited to become Sustaining Members upon such terms as may be decided by the Board of Directors, provided, however, that they shall not be entitled to any of the rights and privileges of membership without otherwise qualifying under the directives of these by-laws.

BY-LAW 4-2 TERMINATION AND SUSPENSION:

A. Procedure:

Any member, as defined under By-Law 4-1 (with the exception of Individual Members), may be terminated or suspended for good cause shown by a two-thirds (2/3rds) vote of the Board of Directors at any regularly called meeting thereof upon recommendation of the Executive Committee.

1. The member in question shall be given notice, in writing, of all known reasons for the termination or suspension, at least thirty (30) days prior to the date of the next regularly held or specially called meeting of the Executive Committee.
2. Notice of intent to terminate or suspend shall be in writing from at least two (2) Executive Committee members with the endorsement of at least three (3) Local Chapters.
3. Service of such notice shall be deemed complete upon mailing certified mail to the Member's last known address.

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4. Said member shall be afforded the right to be present in person to defend said action at a hearing to be held before the Executive Committee.
5. All such proceedings shall be recorded in the minutes.
6. Individual Members of this Corporation may only be terminated or suspended by their Local Chapters.

B. Suspension:

1. Any Local Chapter or Individual whose membership is suspended shall have no votes at any State function.
2. Its members shall not be allowed to participate in any State activities, during the suspension period.

C. Reinstatement:

1. At the end of the suspension period, the Member in question shall be offered the right to be present at the next regularly called meeting of the Executive Committee to show cause as to reasons why the Member should not be terminated. A vote shall be taken at said meeting as to recommend to the Board of Directors the reinstatement or termination of the member.
2. The procedure for termination at this meeting and thereafter shall proceed as in By-Law 4-2(A).

BY-LAW 4-3 MEMBERSHIP ROSTER:

- A. The official roster of Individual Members of a Local Chapter shall be that roster maintained by the US Jaycees. [Note: From US Jaycee By-laws]
- B. Membership management is conducted via the U.S. Jaycee Membership database, and official closeout is subject to U.S. Jaycee requirements. It is strongly recommended that chapter membership reporting be sent to the State President and the appropriate SC Jaycee Vice President (at least) on a regular basis (at least monthly).
- .C If a local organization finds a discrepancy between their local membership roster and the official roster, the local organization should report the discrepancy immediately.
 1. Database discrepancies shall be the responsibility of the organization (local/state/national) that made the erroneous update to the Membership Database. This will be determined by reviewing Database reports.

ARTICLE 5 - DUES

BY-LAW 5-1 AMOUNTS:

- A. State:
 1. Each Individual Member of this Corporation, with the exception of Honorary Life Members, shall pay annual dues of fourteen dollars and fifty cents (\$14.50) over and above that amount required by the United States Junior Chamber of Commerce and Junior Chamber International.
 2. Charter members shall pay charter member dues based on United States Junior Chamber of Commerce guidelines.
- B. National and International:

Each Individual Member shall pay for its membership the required dues of the United States Junior Chamber of Commerce and Junior Chamber International.

BY-LAW 5-2 NEW MEMBERS:

New members received after the official close-out date will be carried over until the next reporting period. An administrative fee of five dollars (\$5.00) shall be charged by the Corporation for each new member.

BY-LAW 5-3 DELINQUENCY:

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B. Rights:

No Member of this Organization shall exercise any of the rights or privileges of membership in the Corporation while their dues are delinquent. The status of such membership shall be considered not in good standing. Such rights and privileges shall include, but not limited to, participation in meetings, socials, entertainment, competitions, awards, and voting. If a chapter in delinquency wants to participate at one of the preceding events, it should make payment with certified funds or cash, prior to that event.

C. Termination:

Membership termination shall be in accordance with policy and procedures in respect to renewal of membership with JCI USA.

D. Reinstatement:

Any local organization member who reapplies for membership shall be subject to all provisions governing a new membership application.

F. Waiving of Debt:

The Executive Committee, in its discretion, may waive any or all of the conditions for reinstatement except payment of past-due amounts outstanding. The Executive Committee cannot waive any or all past-due amounts for any local organization but may recommend to the Board of Directors to waive a chapter's debt.

If a local organization wishes to have its debt waived or reduced, the local chapter must get the recommendation of the Executive Committee and the approval of the Board of Directors. Thirty days written notice must be given by the requesting organization to all members of the Executive Committee.

ARTICLE 6 - GOVERNING BODIES

BY-LAW 6-1 OFFICERS:

A. The elected Officers of the Corporation shall be the following:

1. The President
2. Programming Vice President
3. One (1) Regional Director for each Region
4. Chairman of the Local Presidents

B. There shall be appointed, by the President, with the approval of the Executive Committee, an Administrative Vice President, a Member Services Vice President, a Secretary/Treasurer, a General Legal Counsel, and a Chaplain.

C. The duties and powers of the Officers of the Corporation shall be such as are by general usage indicated by the title of the respective office, except otherwise specified in these by-laws.

BY-LAW 6-2 EXECUTIVE COMMITTEE:

A. Composition:

The officers of this Corporation as set forth in By-Law 6-1(A) and (B), the Chairman of the Board and any individual member of this Corporation serving as an officer or immediate past officer of the United States Junior Chamber of Commerce shall comprise the Executive Committee.

B. Function:

The Executive Committee shall carry out the policies and decisions of the Board of Directors and may initiate measures for the consideration of the Board of Directors. Special powers and duties may be delegated to the Executive Committee by the Board of Directors. The Executive Committee shall at all times be responsible to the

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Board of Directors and shall regularly report its actions and recommendations to the Board of Directors It shall further exercise such powers and duties as may be provided in these By-Laws.

- C. **Review:**
Action taken by the Executive Committee and reported to the Board of Directors shall be final unless over ruled, amended, tabled, or postponed at that time. When the Board of Directors or these By-Laws have delegated a duty to the Executive Committee to be performed without further ratification, such action shall be final at the time of execution. Neither the Executive Committee, nor its members, shall make a binding agreement with a third party prior to receiving ratification by the Board of Directors.
- D. **Special Duties:**
The Executive Committee shall:
1. Supervise the work of all committees of the Corporation.
 2. Monitor and oversee execution of all contracts, both internal and external, of the Corporation.
 3. Approve or disapprove appointments by the President.
 4. Perform such other duties as are elsewhere delegated to it in these by-laws.
- E. **Meetings:**
The Executive Committee shall meet or have a conference call at least ten times annually on written call of the President. The Executive Committee shall meet immediately preceding the Board of Directors Meetings held in conjunction with all State Meetings. Written notice denoting the time and location of each regularly called meeting shall be given each member of the Executive Committee and to all Local Chapters at least five (5) days prior to the date of such meeting.
- F. **Special Meetings:**
Special Meetings may be called on ten (10) days written notice by the President or by a majority of the Executive Committee. The express purpose of a Special Meeting must be described in the written notice. At Specially called meetings of this body, only such business as described in the written notice may be discussed.
- G. **Quorum:**
A majority of the members of the Executive Committee shall constitute a quorum of that body. Participation via teleconferencing or video conferencing will be allowed, if available and will count towards quorum.
- H. **Executive Approval:**
A majority of the members present at a duly called meeting thereof shall be required for approval of any measure by the Executive Committee, unless otherwise required under these By-Laws.
- I. **Approval by Mail, E-Mail or Phone:**
In an emergency, the President may submit by mail, e-mail or phone any proper questions between meetings to each and every member of the Executive Committee for decision. In the case of questions submitted to the Executive Committee by mail, a written response is required from each member within fifteen (15) days of mailing. In the case of questions submitted to the Executive Committee by E-mail, a written response is required from each member within five (5) days of sending. If no response is received from such member within this period, such member is considered to have abstained from voting.
- J. **Records:**
The State Secretary/Treasurer shall see that the proper records are kept and distributed, including the following:

A summary of the minutes of the meetings which shall be distributed to all Local Chapters and all members of the Executive Committee within thirty (30) days of the meeting. Detailed budgets, financial reports, resolutions, by-law Changes and Committee Plans of Actions cannot be approved or adopted by the Executive Committee, but must be placed before the Board of Directors. Matters for which the Executive Committee is the approving or adopting must be included in or attached to the Minutes.

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- A. Powers:
The Board of Directors shall be the Governing Body of this Corporation. It shall control all property of this Corporation and shall determine the Rules and Policy of this Corporation. All powers of the Corporation are vested in the Board of Directors except those specifically given to other Bodies by these By-Laws. The Board of Directors may delegate from time to time certain duties and powers as it may deem necessary except those specifically denoted in these By-Laws to be exercised by the Board of Directors.
- B. Membership:
The Board of Directors of this Corporation shall consist of each member of the Executive Committee and such delegates from each Local Chapter as provided for in by-law 6-4.
- C. Voting:
Each member of the Board of Directors shall be entitled to vote, subject to the restrictions of by-law 6-4. Each member must be present to vote. No proxies will be recognized at any time.
- D. Quorum:
One or more directors from one-third (1/3rd) of the Local Chapters, in good standing, shall constitute a quorum for any meeting of the Board of Directors of this Corporation.
- E. Regular Meetings:
The Board of Directors shall meet at minimum twice each year at the Annual Meetings of the Corporation.
- F. Special Meetings:
Special Meetings may be called for cause by a majority vote of the Executive Committee by giving thirty (30) days written notice to all Local Chapters. Such meetings may also be called for cause by written request from not less than one-fourth (1/4th) of the Local Chapters in good standing only for such purposes as stated therein. Only Business as listed in the notice may be considered.
- G. Notice:
Written notice of a Regular Board of Directors Meeting shall be given all Local Chapters at least thirty (30) days prior to the meeting.
- H. Records:
The State Secretary/Treasurer shall see that the proper records of the Board of Directors' Meetings are kept and distributed including the following:
 - 1. Minutes of the Meeting (including the actions, resolutions, policy statements, By-Law Changes and budget actions), a summary of which shall be mailed or emailed to all Local Chapters and members of the Executive Committee within thirty (30)days of the meeting.
 - 2. An attendance list, which shall be kept on file at State Storage for ninety (90) days from the date of, said meeting.

BY-LAW 6-4 REPRESENTATION

- A. Voting:
 - 1. Elections:
 - a) Number of votes for Election of Officers:
For purposes of election of officers only, each Local Chapter, in good standing, shall be entitled to the number of delegates and votes as indicated in the below schedule:

Class A Membership	1 Through 25.5 Members	2 Votes
Class B Membership	26 Through 50.5 Members	4 Votes
Class C Membership	51 Through 75.5 Members	5 Votes
Class D Membership	76 Through 100.5 Members	6 Votes
Class E Membership	101 Through 150.5 Members	7 Votes
Class F Membership	151 Through 200.5 Members	8 Votes
Class G Membership	201 Through --- Members	9 Votes

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Plus one (1) additional vote for each additional fifty (50) members in excess of two hundred (200) Members.

b) Entitlement:

Entitlement to delegates and votes, for purposes of election of officers only, shall be determined by averaging the Local Chapter's number of members, for whom dues have been paid and as are of age, on January 1st of the preceding year and the last day of the month immediately preceding the election. Chapters chartered after January 1st and before the last day of the month immediately preceding such election, shall be entitled to such delegates and votes as determined by averaging the number of members for whom dues have been paid and as are of age listed on the Charter application and the number of members for whom dues have been paid and as are of age on the last day of the month immediately preceding the election.

2. Other than Elections:

For all purposes other than election of officers, each member of the Executive Committee shall be entitled to one (1) vote each, along with three (3) directors from each Local Chapter in good standing.

B. Qualification:

For all voting purposes, votes shall be cast by Chapter and no Local Chapter shall be entitled to more votes than the number of its delegates present at the time such vote is taken. No proxies, other than those provided for in By-Law 6-3(D), shall be recognized.

C. Good Standing:

A Local Chapter, in good standing, must meet each of the following criteria:

1. No outstanding debts to the Corporation; and
2. A minimum number of ten (10) members on its roster as of the first day of the month immediately preceding such vote.

Any Chapter not in good standing is not entitled to vote in elections of officers or meetings of the Corporation, accept chapter awards, or otherwise participate in activities of the Corporation.

D Selection of Delegates:

Delegates shall be selected by each eligible Local Chapter in such manner as determined by that Chapter. Members of the Executive Committee may be selected as delegates by their respective Chapter. In such case, said Executive Committee member shall be considered to have forfeited his/her individual vote as a member of the Board of Directors in the capacity of Executive Committee member.

ARTICLE 7 - QUALIFICATIONS, ELECTIONS, AND DUTIES OF OFFICERS

BY-LAW 7-1 GENERAL

The duties and powers of the officers of this Corporation shall be such as are, by general usage, indicated by the title of the respective offices, except as may be otherwise specified in the By-Laws and/or Policy of this Corporation. The election of officers (except Regional Directors, Chairman of the Local Presidents Club, and Chairman of the Program Managers) shall be held at the State board meeting held during the time period of July-September. Formal installation shall be conducted at the annual meeting of the Corporation. The order of election shall be:

1. President Elect
2. Programming Vice President

BY-LAW 7-2 PRESIDENT

A. Eligibility:

A President elect candidate must be an Individual Member of this Corporation who has served, or is presently serving, as a Local Chapter President, in either this state or another state, as of the date of filing. In addition, a President elect candidate shall have held, or be presently holding, one other office in a Local Chapter or in this Corporation or in another state Jaycee organization. The term, "other office", shall include the offices of Vice President, Secretary, Treasurer, or Regional Director.

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- B. Election:
The Corporation shall have a President, elected by a majority vote of the qualified delegates at the Summer Meeting of the Corporation who first served as President Elect.
- C. Term:
He/she shall serve as President Elect from the adjournment of the Summer Meeting in which he/she is elected until January 1, at which time he/she will assume the office of President. He/she shall serve as President for one year or until his/her successor is elected and installed.
- D. Duties:
1. Chief Executive:
The President of the Corporation shall be the Chief Executive Officer of the Corporation, shall preside at all meetings of the Corporation, shall be Chairman of the Executive Committee, shall be an ex-officio member of all Committees, and shall supervise the affairs and activities of the Corporation.
 2. General Duties:
All duties regularly ascribed to and prescribed for the President by general usage, except those specifically prohibited by these By-Laws, shall be the further duties of the President.
 3. President Elect:
The President Elect of the Corporation shall assist the President as directed by the President during such six month term.
 4. Committees:
Subject to the approval of the Executive Committee, he/she shall annually appoint standing and special committees or sub-committees as he/she may find necessary or advisable, except as otherwise provided for in these By-Laws.
 5. Representation:
The President shall represent the Corporation at meetings of the United States Junior Chamber of Commerce as a National Director, shall execute and administer the policies of the Corporation, shall attend all State Meetings and as many Chapter Meetings as possible, and shall represent the Corporation at such meetings and events as he may deem proper for the good of the Corporation.
- E. Travel:
The State President shall be expected to travel both in and out of the State to represent this Corporation, to oversee its work, and to promote its aims and programs. A travel budget may be established to help defray his/her expenses. The President Elect may also travel at the direction of the President and a travel budget may be established by the Board to help defray his/her expenses.
- F. Annual Report:
The President shall make an annual report on the affairs and activities of this Corporation at the Annual Meeting of the Corporation.

BY-LAW 7-3 PROGRAMING VICE PRESIDENT

- A. Eligibility:
A Programming Vice President candidate must be an Individual Member of this Corporation who has served, or is presently serving, as a Local Chapter President, in either this state or another state, as of the date of filing. In addition, a Programming Vice President candidate shall have held, or be presently holding, one other office in a Local Chapter or in this Corporation or in another state Jaycee organization. The term, "other office", shall include the offices of Vice President, Secretary, Treasurer, or Regional Director.
- B. Election:
The Corporation shall have a Programming Vice President, elected by a majority vote of the qualified delegates at the Summer Meeting of the Corporation.

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- C. Term:
The Programming Vice President shall serve for a period of one (1) year beginning the first day of January and shall serve at the pleasure of the President.
- D. Duties:
The Duties of the Programming Vice President shall be to oversee all programming in their area and coordinate with all program managers under their area. Also communicate with all Local Chapters in the State to promote their programs. They shall serve as a voting member of the Executive Committee and Board of Directors of this Corporation and shall perform such other duties and travel in the pursuit of his duties as may be necessary, or as directed by the State President or Governing Bodies.
- E. Travel:
The Programming Vice President shall attempt to visit each Local Chapter at least twice annually and shall attend all Regional meetings, Executive Committee meeting and Board of Directors meetings of the Corporation.

BY-LAW 7-4 REGIONAL DIRECTORS

- A. General:
The Corporation shall have one Regional Director for each Region. A listing of the Regions and Chapters therein shall be included annually in the State Directory.
- B. Eligibility:
A candidate for Regional Director shall be an Individual Member in good standing as of the date of filing for election. In addition, such candidate must have served, or presently be serving, as President of a Local Chapter. In the event no candidate for Regional Director qualifies, the region may elect such other nominee who either has served or is presently serving as a Vice President, Secretary, Treasurer, or Director of a Local Chapter. If the event no such candidate qualifies, such other candidates as nominated may be elected.
- C. Election:
The election of Regional Directors shall be by majority vote of the qualified electors from within their respective Regions at the final Region Meeting prior to the Annual Meeting of the Corporation. Each Chapter will be entitled to three (3) votes. No Regional Directors may be elected at large, but must be candidates for Regional Director of no more than one (1) specified Region.
- D. Duties:
Each Region Director shall administer, coordinate, and communicate with all Local Chapters in his/her Region in regards to Regional, State and National programs and policies, as well as to serve those chapters in any capacity specifically including, but not limited to, Membership and Extensions of new chapters. He shall serve as a voting member of the Executive Committee and Board of Directors of this Corporation and shall perform such other duties and travel in the pursuit of his duties as may be necessary, or as directed by the State President or Governing Bodies.
- E. Term:
Region Directors shall serve for a period of one (1) year beginning the first day of January and shall serve at the pleasure of the President.
- F. Reports:
Each Regional Director shall submit a complete written report on the condition of their assigned chapters prior to each State Board Meeting and the Annual Meeting. This report must be submitted whether the Region Director attends such meeting or not, and shall be made a part of the permanent records.
- G. Travel:
Each Region Director shall visit each Local Chapter in his/her Region at least twice annually and shall attend all meetings of his/her Region, this Corporation, Board of Directors and Executive Committee.

BY-LAW 7-5 SECRETARY/TREASURER

- A. Appointment:

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The President shall appoint a Secretary/Treasurer/Financial Chair or Secretary and Treasurer/Financial Chair, subject to approval by the Executive Committee, who shall be an Individual Member(s) of this Corporation in good standing who is a certified public accountant licensed to practice in the state of South Carolina. If no such candidate is presented to the Executive Committee for approval, such other candidate with an accounting background may be presented and approved by the Executive Committee for appointment.

B. Term:

The Secretary/Treasurer shall serve throughout the term of the President, at the pleasure of the President.

C. Duties:

1. The Secretary/Treasurer or Secretary and Treasurer shall serve as a voting member(s) of the Board of Directors and the Executive Committee. If this position is split between 2 members, the Treasurer maintains the vote, unless the Treasurer is not present, in which case, the Secretary shall retain the vote.
2. The Secretary/Treasurer shall keep an accurate record of the proceedings of each meeting of the Executive Committee, the Board of Directors, and of the Corporation.
3. The Secretary/Treasurer shall perform such other duties as may be prescribed by the President, the Executive Committee, the Board of Directors, or these By-Laws.
4. The Secretary/Treasurer shall keep an accurate account of all moneys received and expended by the Corporation.
5. The Treasurer/Financial Chair shall have the authority to sign checks on behalf of the Organization and shall see that disbursements are made only in accordance with the By-Laws and approved Budget.
6. In addition to the above, the Secretary/Treasurer shall perform such other duties as may be prescribed by the President, Executive Committee, the Board of Directors, or these By-Laws.

D. Committee:

A Finance Committee shall be appointed by the President, subject to the approval of the Executive Committee, to aid the Secretary/Treasurer in the execution of his/her duties. In addition, the Finance Committee shall perform such other duties as may be prescribed by the President, Executive Committee, the Board of Directors, or these By-Laws. The Secretary/Treasurer shall serve as chairman of the Finance Committee.

E. Records:

1. The records of the Secretary/Treasurer, including, but not limited to all reports, accounts, receipts, checks, check stubs, ledgers, statements, and tax returns, shall be available for inspection at any time by any member of the Corporation in good standing.
2. All such records shall become the permanent record of this Corporation to be held and maintained in storage.
3. The Secretary/Treasurer shall submit a comprehensive monthly financial report to the Executive Committee at each meeting thereof and furnish each member with a copy of said report.
4. The Secretary/Treasurer shall submit to the Board of Directors a current budget analysis of all income and expenditures of the Corporation at each meeting thereof. Such report shall be included in the minutes of each Executive Committee meeting and Board of Directors meeting.

F. Travel:

He/She shall attend all meetings of the Corporation, Board of Directors and Executive Committee and perform other such travel in the pursuit of his/her duties as may be directed by the State President or the Governing Bodies.

BY-LAW 7-6 CHAPLAIN

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The President shall appoint a Chaplain, subject to approval by the Executive Committee, who shall be an Individual Member of this Corporation in good standing. The Chaplain shall serve as a voting member of the Board of Directors and the Executive Committee.

BY-LAW 7-7 LEGAL COUNSEL

- A. Appointment:
The President shall appoint a Legal Counsel, subject to approval by the Executive Committee, who shall be an Individual Member of this Corporation in good standing who is an attorney licensed to practice in the state of South Carolina.
- B. Term:
The Legal Counsel shall serve throughout the term of the President, at the pleasure of the President.
- C. Duties:
1. The Legal Counsel shall serve as a voting member of the Board of Directors and the Executive Committee.
 2. He/She shall advise the President, other officers, the Executive Committee, and the Board of Directors as to the legal affairs of the Corporation.
 3. He/She shall review all contracts, legal documents, and resolutions.
 4. He/She shall attend and serve as Parliamentarian at all meetings of the Executive Committee and Board of Directors at which he/she shall have in his/her possession an up-to-date copy of these By-Laws and Policy and the Robert's Rules of Order. He/She may be appointed by the State President to serve as Parliamentarian of any and all other Governing Bodies of this Corporation.
 5. He/She shall serve as Chairman of the Elections Committee.
 6. He/She shall annually review the insurance coverage of the Corporation and advise the Executive Committee of its needs for coverage.
 7. In addition to the above, the Legal Counsel shall perform such other duties as may be prescribed by the President, Executive Committee, the Board of Directors, or these By-Laws.
- D. Travel:
He/She shall attend all meetings of the Corporation, Board of Directors and Executive Committee and perform such travel in the pursuit of his/her duties as may be directed by the State President or the Governing Bodies.

BY-LAW 7-8 PRESIDENT OF THE LOCAL PRESIDENTS CLUB

- A. Local Presidents Club:
The Local Presidents Club shall be comprised of the Presidents from all Local Chapters.
- B. Election:
The President of the Local Presidents Club shall be elected by the Local Presidents present at the Annual meeting of this Corporation or at LOTS, whichever occurs first. The President of the Local Presidents Club must receive a majority of votes cast by current Local Presidents in attendance.
- C. Term:
The term of the President of the Local Presidents Club shall begin at the adjournment of the first meeting of the Local Presidents Club through the next Annual Meeting or until his successor is elected and installed.
- D. Duties:
1. He/She shall serve as a voting member of the Board of Directors and the Executive Committee.

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2. He/She serve as a liaison between current Local Chapter Presidents and State, National and International Organizations.
3. He/She shall advise the State President and Governing Bodies on matters affecting the Local Chapters.
4. He/She shall perform other such duties as may be directed by the State President, the Executive Committee, the Board of Directors, and these By-Laws.

BY-LAW 7-9 VICE PRESIDENTS

- A. **General:**
The Vice Presidents of this Corporation consist of those Vice Presidents provided for under By-Law 6-1.
- B. **Eligibility:**
Candidates for elected State Vice Presidents must have served, or presently be serving, as a Local President, a State Officer, or a Program Manager.
- C. **Selection:**
There shall be elected by a majority of the votes cast at the Annual Meeting. There shall be an additional Members Services Vice President and Administrative Vice President appointed by the State President with the approval of the Executive Committee.
- D. **Term:**
In their capacities as State Officers, they shall serve one year from January 1st or until their successors are elected and installed.
- E. **Duties:**
The Vice Presidents of the Corporation shall serve as voting members of the Executive Committee and the Board of Directors and perform such duties as are assigned them by the President, Executive Committee, Board of Directors, or these By-Laws.

BY-LAW 7-10 CHAIRMAN OF THE BOARD

- A. **Selection:**
The Chairman of the Board shall be the person who served as President of the Corporation at the conclusion of the previous Presidential term.
- B. **Term:**
The term shall run from the conclusion of the Annual Meeting to the conclusion of the next Annual Meeting.
- C. **Duties:**
The Chairman of the Board shall serve as a voting member of the Board of Directors and the Executive Committee. He/She shall advise and counsel with the President and Governing Bodies of this Corporation. He/She shall perform such other duties as may be directed by the State President, the Executive Committee, the Board of Directors, or these By-Laws.
- D. **Travel:**
He/She shall attend all meetings of the Corporation, Board of Directors, and Executive Committee and other such meetings as requested by the State President or the Governing Bodies.

BY-LAW 7-12 REMOVAL

- A. **President:**
The President may be removed from office by the procedure as specified in By-Law 4-2. However, said President shall only be entitled to ten (10) days written notice of any and all proceedings there under.
- B. **Other Officers:**

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Any other elected officer may be removed from office by a two-thirds (2/3rds) vote of all members of the Executive Committee other than the person sought to be removed, provided that before such vote by the Executive Committee shall be taken, the person shall have been granted a hearing, with notice, before the Executive Committee on the charges against him/her. Such notice shall consist of written notice provided by at least two (2) members of the Executive Committee containing a written statement of the charges against said member, verified by their signatures with copies to each member of the Executive Committee delivered certified mail or electronic mail with read receipts at least ten (10) days prior to the next regularly called Executive Committee meeting.

- C. Appointed Officers:
State Officers appointed by the President and approved by the Executive Committee serve at the pleasure of the President.
- D. Loss of Membership:
Any officer of this Corporation who ceases to be an individual member in good standing of a Local Chapter, also in good standing, shall automatically cease to be an officer of the Corporation.

BY-LAW 7-13 VACANCIES

- A. President:
In the event of a vacancy in the office of President, the Programming Vice President shall assume the powers and duties of the Office of President until the next regularly scheduled meeting of the Board of Directors, at which time the Board of Directors shall then elect a successor to the President in accordance with the procedures for the Annual Election.
- B. Regional Directors:
If for any reason a vacancy shall occur in an office of Regional Director, the Executive Committee shall appoint a successor to serve until the next Regional Meeting of the Region in which the vacancy exists, at which time such vacancy shall be filled.
- C. Chairman of the Board:
In the event of a vacancy in the office of Chairman of the Board, it shall remain vacant until expiration of that term.
- D. Other Executive Committee Members:
The State President shall appoint a successor to fill all vacancies remaining, subject to approval by a majority of the Executive Committee.

BY-LAW 7-14 OATH OF OFFICE

- A. Officers:
"I _____ do solemnly promise that I will obey and uphold the Constitution and By-Laws of the South Carolina Junior Chamber of Commerce and will faithfully fulfill the duties of the Office with which I am entrusted, so help me God."
- B. President:
"I _____ do solemnly promise that I will obey and uphold the Constitution and By-Laws of the South Carolina Junior Chamber of Commerce and will faithfully execute the Office of President, and will, to the best of my ability, serve as a living example of the philosophies and beliefs of the Jaycees as embodied in our Creed, so help me God."

ARTICLE 8 - ELECTION OF OFFICERS AND CAMPAIGNS

BY-LAW 8-1 ELECTIONS:

- A. Voting:
 - 1. Time and Place:
All regular elections of Officers shall take place at the regularly scheduled conference of the South Carolina Junior Chamber of Commerce in the fall of each year.
 - 2. Votes:

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Each local chapter shall be permitted as many votes as they are normally entitled to under By-Law 6-4 . In no case shall State Officers be permitted an individual vote in the election of officers even though they may normally have such a vote as a part of the Governing Bodies.

3. Roll Calls:
All Election Voting shall be done by a roll call of Local Chapters and otherwise conducted as set out under the By-Laws.

BY-LAW 8-2 CAMPAIGNS:

- A. Definitions:
 1. The word "expenditure" means any gift, loan, sale, transfer or other disbursement or promise of money or anything of value, directly or indirectly to promote, aid or participate in the election or defeat of any candidate or to engage in political propaganda in connection with any election.
 2. The word "person" means any natural person.
 3. The word "association" means any firm, corporation, association, or group of individuals.
 4. The word "candidate" means any person seeking election to any elective office of the South Carolina Junior Chamber of Commerce.
 5. The word "campaigning" shall include, but not limited to, any public statement advocating or commending a candidate or display or distribution of material advocating or commending a candidate, including, but not limited to, conduct of hospitality rooms.
- B. Limits:
No candidate, prospective candidate, or any person with association to the proposed candidate shall announce, organize or begin campaigning prior to 60 days before the fall conference of the South Carolina Jaycees. The Executive Committee may host or bid out a "Stump Night" event for the purposes of announcing candidates. This provision shall not apply in the event an interim election to fill a vacancy.
- C. Form:
 1. No person, candidate, or association may publish, distribute, or cause to be published or distributed, any written matter or statement in any form whatever concerning any candidate or prospective candidate unless such matter or statement shall have plainly inscribed thereon the name and address of each person or association responsible for its publication or distribution.
 2. No candidate, person, or association shall deface any walls or surfaces or cause any damage to property in the promotion of any candidacy. A finding of such violation by a candidate, person, or group on his/her behalf, by the Elections Committee, shall result in such candidate's disqualification.
- D. State Officer Reimbursement:
No reimbursement to any person shall be made to that person for any travel accomplished after June 1st, except for meetings of the Governing Bodies.

BY-LAW 8-3 NOMINATING COMMITTEE

- A. Membership:
The President shall appoint a Nominating Committee of not less than four members, , and prior to August 1st. Legal Counsel or, absent a Legal Counsel, a Past State President shall be chairman of the Nominating Committee.
- B. Conflicts of Interest:
No person, other than the Legal Counsel (or Past State President chairing the Nominating Committee) shall serve on the Nominating Committee who is a member of a Local Chapter from which a candidate for elective office is being proposed.
- C. Nominations:

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Not less than thirty (60) days prior to Fall Meeting, the President shall send notice to all Local Chapters that, on or before noon of the second (2nd) day of the Summer Meeting of the Corporation,

- D. **Statewide Campaigning:**
No statewide campaigning will be allowed until the nomination form and a filing fee are submitted to the Nominating Committee.
- E. **Filing Fees:**
The filing fee shall be two hundred dollars (\$200.00) for candidates for the office of President and one hundred dollars (\$100.00) for candidates for other elective offices.
- F. **Refund of Fees:**
The filing fee shall not be returned to candidates defeated for office.
- G. **Report:**
The Nominating Committee shall report only those nominees so recommended and qualified.
- H. **Nominations:**
The Nominating Committee shall present at least two (2) qualified candidates for the office of President, and at least one (1) qualified candidate for each additional elective office. In the event less than two (2) candidates for the office of President or one (1) candidate for each of the other elective offices shall be recommended as herein provided, then, as to the office or offices for which there is a lesser number of candidates, the provisions for the filing of candidates as herein provided shall be waived and proposals for such office or offices may be accepted at the time election at the time scheduled for election of a candidate to the office for which such lesser number of candidates exist
- I. **Additional Nominations:**
Following the report of the Nominating Committee, additional nominations may be offered from the floor, at the time of election for such office, provided, however, that the application and filing fee have been submitted.

BY-LAW 8-4 ELECTIONS COMMITTEE:

- A. **Membership:**
The President shall annually appoint, subject to approval by the Executive Committee, on or before July 1st of each year, an Elections Committee that shall be composed of the Legal Counsel as chairman, and one (1) Past State Officer or Past Local President. In the event that any member of this committee shall become a candidate or declare his/her support for a candidate, such member shall be replaced by the President.
- B. **Duties:**
 - 1. This committee shall meet at or prior to the Summer Board of Directors Meeting and at such other times deemed necessary by the Chairman, subject to at least ten (10) days written notice to its members.
 - 2. The Elections Committee shall have the duty of formulating and publishing the Election Rules, subject to approval by the Executive Committee, and shall interpret and enforce same.
 - 3. Such Rules and Regulations shall be published and distributed no later that thirty (30) days following adjournment of the Summer Board of Directors Meeting. Distribution shall be to all Local Chapters.
 - 4. The Elections Committee shall be charged with the responsibility of seeing that all provisions of these By-Laws and the established Policy and special rules dealing with elections and campaigning are complied with by all members.
- C. **Powers:**
The Elections Committee shall have the power to enforce the Rules of Election and shall also have the power to disqualify or otherwise penalize a candidate for violation of the By-Laws, Policy Manual, and Rules for Election.
- D. **Rules:**

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1. All rules of conduct as adopted by the Elections Committee and approved by the Executive Committee and all provisions of these By-Laws are binding upon a candidate and his/her supporters.
2. Violation of any of these rules and By-Laws by such persons will result in sanctions to be determined by a majority vote of the Elections Committee, including, but not limited to disqualification of the candidate.
3. Sanctions for violation of these Rules or the By-Laws shall be determined solely by the discretion of a majority vote of the Elections Committee.

E. Interim Elections:

For elections for State Officers at Meetings other than the Fall Board meeting the Elections Committee shall have the power to waive or modify all campaigning rules and provisions of the By-Laws dealing with elections, except that dealing with expenditures and voting.

BY-LAW 8-5 CREDENTIALS COMMITTEE

A. Membership:

There shall be a Credentials Committee, composed of the Secretary/Treasurer, Administrative Vice President, Legal Counsel and one other Executive Committee member, appointed by the President. A chairman shall be elected from among its members. No candidate for State office or declared supporter thereof shall serve on the Credentials Committee.

B. Duties:

1. The Credentials Committee shall certify the votes available to each Local Chapter at the Annual Election.
2. Before any Local Chapter shall be permitted to vote in any election, the President thereof, or his official representative who has been duly certified to the Credentials Committee, shall submit to the Credentials Committee a certification verifying the names of its delegates and equal number of alternates who shall be fully paid, active Individual Members, in good standing, of the Chapter for which they are registered to vote.

ARTICLE 9 – RULES

BY-LAW 9-1 GENERAL RULES OF PROCEDURES OF ALL GOVERNING BODIES:

General Guide:

Roberts Rules of Order, (the current edition), shall govern all procedures of all meetings except as provided for in these By-Laws.

B. Method of Voting:

A voice vote may be taken on any question, except election of officers, except that if it is not near unanimous, a standing vote or show of hands shall be taken, as it also must if requested by a member of the body. An exact count need not be taken unless the vote appears close or it is requested by a voting member and supported by another member from a different chapter, in which case it shall be taken and recorded in the Minutes.

Representation:

The members of this Corporation shall be represented for purposes of voting as established in By-Law 6-3(C) and 6-4.

D. Election of Officers:

The Rules for Election of Officers shall be compiled by the Elections Committee, subject to approval of the Executive Committee. A record shall be maintained in storage of all such rules adopted.

E. Executive Session:

All meetings and functions of the Corporation are open to attendance by all members of the Corporation, except that any body of the Corporation may hold a closed session provided that such session is as a "Committee of the Whole" and that the final adoption of the report of the "Committee of the Whole" shall not be in closed session.

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F. Volunteers for Children Act:

The Volunteers for Children Act should be implemented at the local chapter. Local Chapters should not allow its local members, prospective members or guests from engaging in unsupervised contact with minor children, elderly and individuals with disabilities during projects unless the said individual has met the provisions are outlined below. All participants in projects in which children, elderly or individuals with disabilities are involved should submit to a South Carolina Law Enforcement records check. Such rules should also apply to any state officers. Local chapters should be responsible for maintaining such records and cautioned against releasing information that may violate the said individual's right.

BY-LAW 9-2 REGULAR STATE MEETINGS

A. Hosts:

The Executive Committee shall host all State Meetings of the Corporation for which no other chapter or entity has been awarded hosting authority.

B. Bidding:

1. Form:

All chapters or Jaycee recognized entities desiring to host a State Meeting shall submit a bid on an official form as determined by the Executive Committee.

2. Information Required:

The bid shall contain the following information:

- a) Number of guaranteed room's available and guaranteed prices accompanied by signed letters from the proposed hotels and motels.
- b) Banquet and meeting room facilities giving location, seating capacity, and alcohol policy and a breakdown of costs.
- c) Proposed registration prices and breakdown price for each event.
- d) Suggested schedule outline.
- e) Statement of Host Chapter that they understand the By-Law requirements and agree to provide facilities and registrations as required.

3. Items to be furnished by the Host Chapter:

The following shall be furnished by the Host Chapter at no cost to the Corporation.

- a) Facilities (including public address systems as required) for meetings of the Corporation, Board of Directors, Executive Committee, Workshops/forums, and display space for scrapbooks, awards, etc.
- b) All manpower and facilities for registration.
- c) Room for State President and spouse and State-invited National guests.
- d) Registrations for the State President, Spouse and children (if in attendance), State Chairman of the Board, spouse and children (if in attendance), and State-invited guests.
- e) Tables, cash box, flag, wrist bands, and such miscellaneous items as may be required by the State President to assist in conducting the business of the Governing Bodies.
- f) Worship service if meeting encompasses Sunday may be provided.
- g) Twenty-four hour security guards or safety monitors may be provided.
- h) No more than a total of three (3) complimentary rooms, including those provided for in (c) above. Any additional rooms may be provided at cost to the registrant.

4. Deadline:

All bids shall be received no later than fifteen (15) days before such bid is to be voted on. If no bids are received prior to the previous regular State Meeting, the Executive Committee shall have the power to select the site and/or recruit a host chapter and/or host the event itself.

5. Investigation:

Upon receipt of a bid, the Bids Committee shall investigate the bid. This Committee shall be prepared to report to the Executive Committee when the bids are certified.

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6. Certification:
The Executive Committee must consider all qualified bids and certify that the bids have been investigated and meet all requirements. A person representing each bidding chapter must be present at this meeting.

C. Schedule:

1. General:
The primary purpose of all State Meetings is to carry out the business of this Corporation and to inform and educate its membership. These purposes shall receive the foremost consideration in the schedule and in the promotion of these meetings.
2. Responsibility:
The Host Chapter(s) shall submit to the President a proposed schedule of events for all State Meetings subject to the Approval of the President.
3. All Executive Committee Meetings shall be so scheduled as to provide the least possible conflict with worship services or other programs.

D. Records:

1. The State Secretary/Treasurer shall see that the proper records of each Board of Directors Meeting are kept and distributed, including the following:
 - a) Minutes of the meeting (containing all actions, resolutions, and the results of elections, including the vote counts) which shall be mailed to all chapters and the incoming and outgoing Executive Committee within 30 days of the close of the Annual Meeting.
 - b) A tally recording of all business sessions which shall be kept on file at State Storage for a period of one (1) year.
 - c) A list of all delegate certifications at the Annual Meeting, which is to be kept on file for a period of one (1) year.
2. The Executive Committee shall have the power to correct and change the published Minutes provided such corrections and changes are published in the Minutes of the Executive Committee and are not changed by the next Board of Directors Meeting.

E. State Competitions:

1. Locations:
From time to time, the Corporation shall undertake statewide projects, some of which may involve competition. Such competitions shall be held at Board Meetings (excluding Planning Session), with finals held at the Annual Meeting of the Corporation.
2. Chairmen:
The Chairmen for these statewide projects shall be determined by the host chapter and shall work under the supervision of the State Officer appointed by the State President.

G. Control:

The control of State Meetings shall at all times remain with the Corporation as exercised through the Executive Committee. The State President shall assign a Vice President the responsibility of State Meetings and he/she shall serve in a supervisory capacity and as a liaison with the host chapter.

H. Conduct of Members:

1. Prohibited Acts:

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Members at State Meetings shall conduct themselves so as to avoid bringing discredit to this Corporation or endangering or inconveniencing other members or the public. Such acts, including, but not limited to, the following are prohibited:

- a) Damaging or defacing property.
- b) Firing of arms.
- c) Fireworks.
- d) Any act in violation of local, state or federal law.
- e) Any act in violation of Host Hotel/Motel policies and regulations.

2. Violation Penalties:

Violations of the Rules of Conduct by a member or members of this Corporation shall subject that individual and that Individual's chapter to such sanctions as shall be determined by the Violation Committee. The penalty shall be set for that meeting only by the Violation Committee who shall be the final judges.

3. Violation Committee:

The Violation Committee shall be composed of the State President, State Vice-President in charge of State Meetings, and the immediate Past President. If any should be unable to serve, the State President shall appoint a past or present State Officer to serve in that individual's place.

I. Changes:

In the event a Host Chapter becomes unable to fulfill its obligation and so notifies the State President, the Executive Committee shall have the power to select a new site or Host Chapter for that particular meeting. In the event that the Executive Committee becomes convinced that a host chapter cannot adequately handle a State Meeting or has submitted incorrect data on its bid, a new site and date may be chosen by a two-thirds (2/3rds) vote of the Executive Committee.

J. Fees:

The host chapter shall collect a fee from each person registering at the State Meeting. This fee shall be ten dollars (\$10.00), five dollars (\$5.00) of which shall go to the host chapter and five dollars (\$5.00) of which shall be remitted to the Corporation.

BY-LAW 9-3 ANNUAL MEETING

A. Dates:

1. The Annual Meeting of the Corporation shall be held during the month of January/February each year.
2. The exact dates are to be determined jointly by the Local Chapter designated as host and the Executive Committee, on or before the first day of August immediately preceding the meeting.
3. Notice of the dates shall be made known to each Local Chapter, by letter, within thirty (30) days of such decision.

B. Location:

The location of the Annual Meeting shall be determined by the Board of Directors no later than its meeting in the fall meeting of the prior year, from a list of sites approved by the Bids Committee. Should no bid be accepted prior to such time, the Executive Committee shall determine the site.

C. Fees:

The host chapter shall collect a fee from each person registering at the State Meeting. This fee shall be ten dollars (\$10.00), five dollars (\$5.00) of which shall go to the host chapter and five dollars (\$5.00) of which shall be remitted to the Corporation.

D. Agenda:

1. The Annual Meeting shall be conducted in all manner as a Regular Meeting with the following additions:
 - a) Powers:

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The delegates to the Annual Meeting of this Corporation shall elect officers as prescribed in these By-Laws and name Honorary and Life Members with the prescribed procedure.

b) Installation:

The formal installation of the officers shall be in the concluding business of an Annual Meeting of this Corporation.

BY-LAW 9-4 PLANNING SESSION

- A. All plans, arrangements, programs, budgets and like subjects affecting this Corporation shall be submitted to the Board of Directors Meeting, at a Planning Session to be held not less than thirty (30) days prior to the Annual Meeting.
- B. The site, host, exact dates, and conduct thereof shall be determined as otherwise provided for in this Article.

ARTICLE 10 - STATE COMMITTEES AND CHAIRMEN

BY-LAW 10-1 PROJECT AND PROGRAM COMMITTEES:

A. General:

The primary obligation of these State Committees is to assist the members of this Corporation with worthwhile programs and projects and to present programs and projects recommended by the State and National Organizations.

B. Selection:

Unless stated otherwise by these By-Laws, all committee chairmen shall be appointed by the State President and the assigned State Officer subject to the approval of the Executive Committee. All vacancies shall be filled in like manner.

- 1. All State Chairmen and Committee members must be active, in good standing of this Corporation and not serving as a Local President.
- 2. Terms:
The State Chairmen shall serve from the time of their appointment until and including the Annual Meeting. The Executive Committee shall have the right to vary the term of office of any Committee Chairman in accordance with the special needs of the Committee.

C. Plan of Action:

- 1. General:
All initial plans of action shall be adopted for the ensuing year by the Board of Directors at the State Planning Session.
 - a) Budget:
The Secretary/Treasurer/Financial Chair or the Treasurer/Financial Chair will determine the budget to be submitted for approval to the Board of Directors.
 - b) Changes:
Any changes to the Plan of Action may be made at any time by the Board of Directors.

BY-LAW 10-2: SOLICITATIONS BY STATE CHAIRMAN:

A. General:

All requirements or requests of money or materials by State Chairmen, Chapters, or Individuals within the South Carolina Junior Chamber of Commerce shall be subject to the following limitations:

- 1. Voluntary Appeals:
Any appeal for funds, materials, or services by a State Chairman or Committee, Chapters, or Individuals must receive prior approval of the Executive Committee.
- 2. Sale of Material:
Any sale of material by a State Chairman or Committee to raise funds must receive prior approval of the Executive Committee.

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BY-LAW 10-3 REPORTS:

A. General:

Committee Chairmen shall make such reports as may be required by the supervising State Officer or the State President or the Governing Bodies.

B. Final Reports:

All Committee Chairmen shall submit to the State Post Office Box or State President e-mail account not later than fifteen (15) days after the Annual Meeting, a detailed written report which shall contain the following minimum information:

1. Committee Roster.
2. A sentence outline of all meetings and actions.
3. Recommendations for next year.
4. Copy of all State Mailing.
5. Financial report.
6. Recipients of any awards given.

C. Revenue:

1. Any Committee or Chairmanship that has an income or expense of one hundred dollars or more (\$100.00) shall present a proposed budget for approval to the Executive Committee no later than Summer Board or not later than the first Board Meeting following appointment of said Committee or Chairman.
2. Financial statements of all State Chairmen dealing with such funds must be presented quarterly at State Board Executive Committee Meetings.

BY-LAW 10-4 REMOVAL:

Any State Chairmen may be removed by the State President and the assigned State Officer.

BY-LAW 10-5 STANDING COMMITTEES:

A. Nominating Committee:

The Nominating Committee shall be appointed and governed subject to the directives of By-Law 8-3.

B. Elections Committee:

The Elections Committee shall be appointed and governed subject to the directives of By-Law 8-4.

C. Budget Committee:

1. Membership:

There shall be a Budget Committee, which shall consist of the Secretary/Treasurer as chairman, all members of the Finance Committee, two (2) Regional Directors, and two (2) other Executive Committee members, all of whom shall be appointed by the President, subject to the approval of the Executive Committee.

2. Duties:

a) Budget:

It shall be the duty of the Finance Committee to prepare and submit a budget reflecting the anticipated income and expenses of the Corporation, for the next fiscal year, to the Board of Directors at State Planning Session. Such budget shall be subject to the approval, rejection, or recommendations of the Board of Directors. A detailed explanation of this budget shall also accompany the proposed budget.

b) Changes:

The Executive Committee may not re-allocate funds without ratification by the Board of Directors.

c) Committee Budget:

Inclusion in the budget of funds for a project or a committee does not constitute authority for the spending of these funds. Such authority is granted only after the Plan of Action has been approved by the Board of Directors (if required) and a detailed committee budget has been approved by the Executive Committee.

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D. Bids Committee:

1. There shall be a Bids Committee, composed of three Individual Members of this Corporation, in good standing, appointed by the President, subject to the approval of the Executive Committee. The chairman shall be designated by the President, subject to the approval of the Executive Committee.
2. It shall be the duty of the Bids Committee to receive bids from Local Chapters who desire to host meetings and events of the Corporation.
3. The committee shall carefully study each bid submitted and provide to the Executive Committee its recommendations and advice concerning such bids.

E. Credentials Committee:

The Credentials Committee shall be appointed and governed subject to the directives of By-Law 8-4.

F. Future Directions Committee:

1. There shall be a Future Directions Committee composed of the Chairman of the Board as chairman of the committee, the President, the Legal Counsel, and five (5) Individual Members of the Corporation appointed by the President, subject to the approval of the Executive Committee.
2. It shall be the duty of the Future Directions Committee to recommend to the Executive Committee future programs and growth patterns for the Corporation.

G. Grievance Committee:

1. Membership:

- a) Appeals from the Secretary/Treasurer's decision to award or not award parade of chapter points shall be to a committee of the Local Presidents, sitting as the Grievance Committee.
- b) Appeals may only be made by a Chapter concerning points awarded or denied that Chapter only.
- c) The President of the Local Presidents Club shall chair the Grievance Committee and shall appoint, subject to the approval of the Executive Committee, one (1) member of the Local Presidents Club, from each other population division, to sit thereon. Should any member of the Grievance Committee be from a Local Chapter presenting or subject to a grievance, such member shall be disqualified and replaced, for the purpose of that grievance only. The disqualified member shall be replaced with another member of the Local Presidents Club from the same population division, or if there be none, from the preceding or next population division. Should the chairman be disqualified, his/her position shall be filled by a temporary chairman from the existing committee and another member of the Local Presidents Club from the disqualified chairman's population division, or if there be none, from the next or preceding population division, selected by the committee.
- d) The Grievance Committee shall be formed by April 1st of each year.
- e) All grievances shall be presented in writing, an original and seven (7) copies, to a member of the Grievance Committee prior to the announcement of the parade of chapters so aggrieved. Such grievance shall be accompanied by such substantiating material as is available. Failure to do so will deem such grievance waived.
- f) The Grievance Committee shall meet at each Board of Directors Meeting and at the Annual Meeting at a time and place announced in the agenda.
- g) Each member presenting a grievance, the Secretary/Treasurer, and the affected Chapter shall be heard, at the next meeting of the committee, in such manner and for such time as the committee shall direct.
- h) The committee shall sustain or reverse the Secretary/Treasurer's award or failure to award points by a majority vote. The chair shall not vote except in the event of a tie. There shall be no further appeal of said grievance from the Grievance Committee.

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- i) The chair shall transmit its decision to the Secretary/Treasurer, in writing, with direction that it be implemented.

ARTICLE 11 - FINANCE AND BUDGET

BY-LAW 11-1 FISCAL YEAR:

The fiscal year of the Corporation shall begin January 1 and end December 31st.

BY-LAW 11-2 DISBURSEMENTS:

A. Authority:

All disbursements shall be made by the Secretary/Treasurer or President, by check, only in accordance with the budget and these by-laws.

B. Voucher:

A voucher system shall be set up by the Secretary/Treasurer and all disbursements should be made only upon receipt of a signed voucher or travel report by the person making or authorizing expenditures. No disbursements chargeable to a committee shall be made without such a voucher signed by the Committee Chairman.

BY-LAW 11-3 BOOKKEEPING AND AUDITS:

A. Bookkeeping:

The State President and the Secretary/Treasurer have the responsibility to see that the bookkeeping and audit requirements are carried out and a monthly report which shall be distributed to the Executive Committee.

B. Audit:

An audit of each administration's income, expenditures, balance sheet, and cash flow analysis shall be presented to the Board of Directors at the next regularly called meeting subsequent to the expiration of each administration. Adoption of the audit presented is subject to approval by a majority vote by the Board of Directors of the presiding administration.

BY-LAW 11-4 TAX RETURNS:

The Secretary/Treasurer and Finance Committee shall be responsible for filing all tax returns and payment of amounts payable to all taxing entities when due. A report confirming payment and/or filing thereof shall be made to the Executive Committee at its next meeting following the expiration of the filing deadline.

BY-LAW 11-5 ACCOUNTS RECEIVABLE:

Any person or organization owing the South Carolina Junior Chamber of Commerce shall not be allowed to vote or participate in meetings of the Executive Committee, Board of Directors or elections.

BY-LAW 11-6 SOLICITATIONS:

All solicitations on behalf of this organization shall be subject to the approval of the Executive Committee.

ARTICLE 12 - DELEGATIONS

BY-LAW 12 HEAD OF DELEGATION:

At all National Meetings or Meetings outside the State of South Carolina, the State President shall head the delegation from the State. If he/she is unable to do so, the head of the delegation shall be determined in the same manner as Presidential Succession.

ARTICLE 13 - RECORDS MANAGEMENT

BY-LAW 13-1 RECORDS:

A. General:

All records shall be maintained in storage as required by these By-Laws or at the direction of the Governing Bodies.

Time Period:

Unless otherwise ordered by these By-Laws or the Governing Bodies, all records shall be maintained for a minimum of three years from the beginning of the year in which those records are formed.

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ARTICLE 14 - LOCAL PRESIDENTS MANUAL

BY-LAW 14-1 LOCAL PRESIDENTS' MANUAL:

The State President shall see that a Local Presidents' Manual is prepared for distribution to every local chapter and member of the Executive Committee not later than February 1st of each year. This manual shall contain the following minimum information:

- A. Roster of State Officers.
- B. Committees and Assignments.
- C. List of local chapters and presidents.
- D. Proposed Budget.
- E. Calendar of Events.
- F. A copy of the current By-Laws & Policy.
- G. A copy of the current Plan of Action of the Corporation.

ARTICLE 15 - BY-LAWS AND RESOLUTIONS

BY-LAW 15-1 BY-LAWS:

A. Amendments:

1. These By-Laws of the Corporation may be amended at any meeting of the Board of Directors of the Corporation by two-thirds (2/3) of the votes cast provided:
 - a) The amendment, or amendments have been presented to the Executive Committee and approved at their regular meeting prior to the meeting of the Board of Directors at which the amendment or amendments are to be presented for voting; and
 - b) The amendment, or amendments, have been distributed to all Local Chapters by mail postmarked or emailed with a date stamp at least thirty (30) days and not more than ninety (90) days prior to voting, such days to include the day of mailing and the day of voting.
2. Notwithstanding the above, these By-Laws may also be amended by resolution submitted in writing to and adopted by four-fifths (4/5ths) of the Local Chapters. Approval shall be evidenced by the chapter president's signature. Such amendment shall be effective on receipt of the requisite signatures at State Post Office Box. Should no response be received from a Local Chapter within thirty (30) days of mailing, that Chapter shall be considered to have abstained from voting.
3. Those provisions previously submitted pursuant to the above provisions may be amended by a two-thirds (2/3rds) vote of the Board of Directors without further notice.

B. Distribution:

All changes in the By-Laws and Policy shall be included in the body of the Minutes of the meetings in which the changes occurred. Corrected or additional pages for insertion in the By-Laws and Policy Manual shall also be sent with the Minutes. Copies of the up-to-date By-Laws and Policy shall be distributed to all members of the Executive Committee and to all Local Chapters at the beginning of each administrative year. This may be done by including them in the Local President's Manual.

BY-LAW 15-2 INTERNAL POLICY:

A. Definition:

The Internal Policies of the Corporation define and amplify the By-Laws of the Corporation.

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B. Amendment:

Policies of this Corporation of an internal nature which define or amplify these By-Laws may only be enacted, rescinded, or amended in the same manner provided for amendment of the By-Laws.

C. Distribution:

The Internal Policies of the Corporation shall be published annually. One copy shall be furnished to each Local Chapter and one copy shall be furnished to each member of the Executive Committee.

BY-LAW 15-3 EXTERNAL POLICY (RESOLUTIONS):

A. General:

External Policy (resolutions) is an expression of the ideals, goals, and opinions of the organization. It must be statewide or National in character or application, timely in importance and Jaycee in character and applicable to the welfare of the State or Nation or to a member of this Corporation. It may only be adopted by the Board of Directors upon recommendation of the Executive Committee.

B. Procedure:

1. Submission:

All declarations of external policy (hereinafter referred to as resolutions) must be received in State Post Office Box or to the State President's e-mail account at least ten (10) days prior to the date for voting on such resolution. By a three-fourths (3/4) vote, the Executive Committee may waive the foregoing requirement for ten (10) days prior submission and receive properly submitted resolutions up to and including the Executive Committee Meeting held in conjunction with and prior to the meeting upon which said resolution is to be voted upon.

2. Considerations:

The Resolution must first be considered by the Executive Committee at its meeting immediately prior to the meeting where the Resolution is to be voted upon. The Executive Committee shall have the power to make such alterations as it deems proper. The Resolution must be approved by a two-thirds (2/3rds) vote of the Executive Committee before the Resolution may be submitted to the Board of Directors.

C. Voting:

External Policy (Resolutions) shall only be adopted by two-thirds (2/3rds) of the votes cast at a Board of Directors or Annual Meeting.

D. Policy Statements:

No officer or member of this Corporation shall state or represent External Policy of this Corporation on behalf this Corporation on any matter except as may be expressly declared and recorded by this Corporation.

E. Inclusion in the Minutes:

All Resolutions adopted shall be attached to the minutes (as an Appendix) as finally adopted. The results of the votes shall be included in the body of the minutes. All resolutions not adopted or referred to a committee shall not be included as an appendix, but merely referred to in the body of the minutes by their title or subject matter.

F. Termination of External Policy:

All External Policy statements shall expire one year from the date of their adoption.

ARTICLE 16 - PARLIAMENTARY AUTHORITY AND DEFINITION

BY-LAW 16-1 RULES OF ORDER:

A. Robert's Rules of Order:

Robert's Rules of Order, current edition, shall govern all procedure of the Corporation or any sub-division thereof, except insofar as it is inconsistent with duly adopted Rules, Policy and By-Laws.

B. Suspension of Rules:

The provision of these By-Laws may be suspended at any regularly called meeting of the Board of Directors and the Annual Meeting by a three-fourths (3/4ths) vote of those delegates present, so long as a quorum exists.

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BY-LAW 16-2 DEFINITIONS:

A. By-Laws:

All reference to By-Laws in these Articles shall be deemed to mean the written By-Laws and Policy unless otherwise specifically qualified.

B. Voting:

In order to cast a vote, a person must be a member in good standing of the Corporation, duly registered and accredited and physically present on the floor for the purpose of voting at all State Board Meetings.

C. Quorum:

1. The meeting must be recessed and continued until a later time to be designated by a majority of those members present and eligible to vote.
2. When a quorum has been present at a meeting and members have withdrawn from the meeting so that less than a quorum remains the members present may continue to transact business until scheduled adjournment time, or four (4) hours after the scheduled beginning, whichever comes last.

D. Notice:

Unless otherwise qualified, notice shall include the day of meeting of action and the day of postmark if by mail, or the day of contact if by other means.

E. Local Chapter:

Identical with local organization member.

F. Notification:

Notification of individual or Local Chapter(s) for the purposes of these By-Laws shall be deemed to have been accomplished when such notification has been made in person or sent by U.S. Mail or sent via Email to the last known address of the individual or last known President in the case of a Local Chapter.