

Constitution and By-Laws of the Bloomington-Normal Jaycees

CONSTITUTION

Article I – Name and Logo

Section 1. The Principal name of this Corporation shall be: The Bloomington-Normal Junior Chamber of Commerce (Jaycees)

- a. The use of both names: The Bloomington-Normal Jaycees, and/or The Bloomington-Normal Junior Chamber of Commerce is permissible.

Section 2. The Principal office shall be in Bloomington or Normal, Illinois.

- a. The Principal mailing address shall be: **PO Box 42, Bloomington, IL 61701**

Section 3. The Logo for the Bloomington-Normal Jaycees is:



- a. The Bloomington-Normal Jaycees may take any action it deems necessary to protect such logo from misuse or misappropriation by any other person or organization.

Article II- Purpose and Mission

Section 1. Purpose

The Purpose of this organization shall be:

- Civic service through the organized efforts of the young adults of the community in order to promote the welfare of the community and its citizens through active, constructive projects.

- To provide training in leadership and personal development to the young adults constituting its membership to better their usefulness as citizens.
- To provide an avenue for intelligent participation by young people in the affairs of their community, state and nation, and to develop true friendship and understanding among young people of all nations.

Section 2. Mission

The mission of the Bloomington-Normal Jaycees is to foster personal and professional development of young adults in the Bloomington-Normal community, encourage community service awareness and advocate for the needs of the community.

Article III - Membership

Individual Regular members are young adults between the ages of 18 and 39. If any Individual Regular member shall arrive at the age of 40 after the beginning of their anniversary month, such member shall be deemed as an Individual Regular member until their next anniversary month, or in the case of an Individual Regular member holding office in the Corporation, until completion of such term.

Article IV - Government

Section 1. The government of this organization shall be vested in a Board of Directors consisting of the President, Administrative Vice President, Management Vice President, Membership Vice President, Individual Development Vice President, Community Development Vice President, Chairman of the Board, Treasurer, and Secretary.

Section 2. The officers and directors of this organization shall be elected in a manner so prescribed by these By-Laws, and shall hold their office during the fiscal year as described in Article VI - Fiscal Year, Section 1.

Article V - Amendments

Section 1. This constitution may be amended by a two-thirds (2/3) vote of the Individual Regular members present at any regular or special meeting, provided that written notice of the proposed amendment has been given to each member at least ten (10) days prior to the date of such meeting.

Article VI - Fiscal Year

Section 1. The fiscal year, also known as the Jaycee year, shall be the term of office for chapter officers and shall run from January 1 through December 31 of the same year.

Article VII - Relationship to Junior Chamber International

Section 1. This Corporation shall be and hereby is affiliated with Junior Chamber International, Inc. and the United States Junior Chamber of Commerce, more commonly known as the United States Jaycees, and is subject to the Constitution and Bylaws of each of these bodies insofar as they affect and prescribe the purposes and functions of this Corporation.

Section 2. The Bloomington-Normal Jaycees policy for Senatorship aligns with the United States Jaycees Policy for JCI Senator Award Processing. Our local chapter imposes additional criteria for Senatorship that can be found in the Bloomington-Normal Jaycees policy document.

•END OF CONSTITUTION •

BY-LAWS

Article I - Membership

Section 1. Individual Regular members are young adults between the ages of 18 and 39. If any Individual Regular member shall arrive at the age of 40 after the beginning of their membership anniversary month, such member shall be deemed an Individual Regular Member until their next anniversary month. An Individual Regular member holding a position on the Board of Directors of this Corporation who arrives at the age of 40 after the beginning of their membership anniversary month, shall be deemed an Individual Regular Member until their next anniversary month or completion of their term of office, whichever is later.

Section 2. Definitions

Good standing - a member shall be considered to be in *good standing* if there are no outstanding debts to the chapter by the member in question as verified by the treasurer.

Anniversary month - month in which the member was accepted into the organization.

Renewal month - month in which the member's dues are due to be paid.

Section 3. All applications for membership must be in writing and must be accompanied by dues in advance for the first year, with dues being payable annually thereafter during the member's renewal month.

Section 4. Each new member shall be inducted into the Bloomington-Normal Jaycees at a time and place convenient for the parties concerned.

Section 5. Each Individual Regular member of the organization shall, upon payment of dues, become a member of the Bloomington-Normal Jaycees, Illinois Jaycees, U.S. Jaycees, and Junior Chamber International.

Section 6. Individual Regular members, who reach the end of their period of eligibility for Individual Regular membership, as defined in Section 1, shall be deemed an Associate Member for the remainder of the Jaycee year, provided that they are in good standing with the chapter. An Associate Member shall have no vote on local chapter affairs and may not hold any elected or appointed office within the chapter. An Associate Member may chair a project for the chapter provided there are no objections from the board or individual regular members. The only exception to these rules is that the Chairman of the Board of the Corporation shall be able to serve with all rights and responsibilities even if the member has attained the age of 40 on or before the commencement of the term of office.

Section 7. Dismissal from the Bloomington-Normal Jaycees may be ordered for good cause by a two-thirds (2/3) vote of the Board of Directors in attendance at scheduled board meeting. Quorum must be met before any vote may take place at said meeting. In

determining good cause, the Board of Directors shall consider attendance at meetings, participation in service projects, involvement in chapter activities, and support of chapter programs. A member under consideration for dismissal shall be notified at least fifteen (15) days prior to the board of directors meeting where his/her dismissal will be considered and has the right to appear at that meeting before the board of directors to speak on his/her behalf.

Article II - Dues

Section 1. Annual dues for Individual Regular members shall be proposed by the Board of Directors when deemed necessary for change. Annual dues for Individual Regular members shall be established by majority vote of the membership present and voting at a general membership meeting.

Section 2. The Membership Vice President or designated board member shall give notice of pending anniversary dues to all Individual Regular members at least thirty (30) days in advance of their renewal month. Any member whose dues are not paid by their renewal month may be dropped from the chapter's membership roster. The member will pay any cost incurred relating to adding that member's name to the membership roster after their renewal month.

Section 3. Dues are \$60 per calendar year per Individual Regular member.

Article III - Government

Section 1. The government of this organization shall be vested in the Board of Directors, the structure to be as stated in Article IV of the Bloomington-Normal Jaycees Constitution.

Section 2. The Board of Directors shall have control and management of all finances, property and resources of the organization. Funds of the organization shall be withdrawn from the account in which they are deposited by signature of the current President, Administrative Vice President, Chairman of the Board, or Treasurer. Past officers shall have signature privileges removed. All requests for disbursement must be pre-approved by event Project Management Guide (PMG). All requests shall be in writing (in the form of an invoice or receipt) and submitted to the Treasurer no later than thirty (30) days from the date of a project's completion. Any reimbursement requests turned in beyond the thirty (30) days must be submitted to the Board of Directors for approval and reimbursement. Any appropriation in excess of the amount presented and approved by the Board of Directors via a Project Management Guide must be resubmitted to the Board of Directors for approval.

Section 3. Interim vacancies in the Board of Directors in any office shall be filled by appointment of the President, subject to the approval by a simple majority vote of the Board of Directors; such appointees to serve until a proper election by the membership can take place. In the event a vacancy occurs in the office of President for any reason prior to, or during their term of office, the Administrative Vice President shall then become

Interim President, and shall assume the full duties, responsibilities and power of that office, until an election by the membership can take place. In the event of an unplanned absence of the President, the Administrative Vice President shall act in their absence. If the office of both the President and Administrative Vice President are vacant, then the Chairman of the Board shall, upon approval of the Board of Directors, appoint any elected member of the Board of Directors to be acting President until an election by the membership is held. In the event no appointment is able to be made, the Chairman of the Board will serve as Acting President until a successor is appointed or elected.

Section 4. Any member of the Board of Directors may be removed from office for any of the following:

- a. By written resignation, which shall become effective upon approval of the Board of Directors at any meeting thereof.
- b. By loss of status as a Regular Member in good standing.
- c. By removal for cause upon the vote of at least two-thirds (2/3) of the members of the Board of Directors present at any duly held meeting thereof. The President or Administrative Vice President shall give written notice to such Board member stating the causes for removal at least ten (10) days prior to such meeting. The party to be removed shall have the opportunity to show cause why they should not be removed, and, after a fair hearing, the Board of Directors shall vote.

Section 5. Impeachment

Elected members of the Board of Directors of the Chapter may be impeached for failure to fulfill their duties or for conduct unbecoming a person in their position. The impeachment process may be initiated in either of two ways:

- a) A petition stating the alleged failure to fulfill duty or conduct unbecoming, signed by at least 25% of the general membership in good standing according to Article I, Section 2, and submitted to the Board of Directors.
- b) A resolution stating the alleged failure to fulfill duty or conduct unbecoming and passed by a 2/3 vote of the entire Board of Directors.

Upon initiation as described above, the Officer will be notified in writing within 7 days of the petition submission or Board of Directors vote. The notification will be sent by Certified US mail to the Officer's last known address and shall include the alleged failure to fulfill duty or conduct unbecoming. The President shall call a special meeting of the general membership to consider the impeachment not less than 30 days nor more than 45 days after the date of the petition submission or Board of Directors vote; the Secretary shall mail notice of the special meeting to all members at least 14 days in advance of the special meeting date. The special meeting can be held as the first order of business at the next General Membership meeting as long as it falls within the guidelines above. The notifications will be sent by US mail to the last known addresses of the members and shall include the Officer's name, office, and the alleged failure to fulfill duty or conduct unbecoming. At the special meeting, a quorum consisting 1/3 of the entire Chapter membership shall be required to conduct business. If a quorum is not achieved, the President shall call another special meeting of the general membership in accordance with this section; this process shall be repeated until a quorum is achieved. At the special

meeting, the officer's conduct will be discussed and an impeachment vote will be taken. A vote of the majority of the entire Chapter membership, according to Article I, Section 2, in attendance is required to affirm the impeachment. If the impeachment is affirmed, the impeachment is successful and the Officer shall be immediately discharged from his/her duties. If the impeachment is not affirmed, the impeachment is not successful, the Officer shall retain his/her duties, and the Board of Directors shall not consider another resolution against the Officer based upon substantially similar information as the petition or resolution that initiated the impeachment process.

Article IV - Elections

Section 1. Not less than thirty (30) days prior to the first annual nominations meeting the Board of Directors shall notify the Individual Regular members of upcoming elections for Board of Directors' positions.

Sections 2. Nominations for Board of Directors should be accepted at no less than two (2) membership meetings, unless the Board of Directors position is for less than the one (1) year term (in the case of a vacancy of office), in which case nominations may be accepted at only one (1) membership meeting.

Section 3. The Board of Directors shall solicit nominees for each required office to serve for one calendar year. No officer may succeed himself or herself for a full term without the approval from the general membership. No officer shall be eligible to hold the same office for more than two (2) consecutive terms. In the case of the president, he/she will not be able to serve two consecutive terms. In the event that no one else is running for the position of the president at the time of the elections, the chairman of the board will be eligible to run for the post of chapter president.

Section 4. Additional names may be placed in nomination for the floor at the time of balloting with the nominee's acceptance.

Section 5. At the annual elections meeting, there shall be elected a President, Administrative Vice President, Management Vice President, Individual Development Vice President, Community Development Vice President, Treasurer, and Secretary, all of whom along with the Chairman of the Board shall constitute the officers of the organization.

Section 6. Voting shall be by those Individual Regular members in attendance at the annual elections meeting who are in good standing. No one person shall cast more than one ballot. Absentee ballots submitted prior to the election may be recognized.

Section 7. Officers shall take office on January 1, to coincide with the start of the organization's fiscal year. The term of office ends on December 31 of each year.

Section 8. Order of electing candidates shall be as follows: President, Administrative Vice President, Secretary, Treasurer, Management Vice President, Community Vice President, Membership Vice President, Individual Development Vice President. Nominee must win by a simple majority vote of the voting Individual Regular members. If a majority is not received, a second vote must be cast for the top two candidates and ties.

Section 9. Vacancies occurring among the President or the Board of Directors shall be filled by an election conducted among the membership within two membership meetings of the occurrence of the vacancy.

Section 10. Proxies will not be recognized; absentee ballots will be recognized subject to the following criteria:

1. Only announced candidates as of the regular membership meeting prior to the annual election meeting shall be allowed on absentee ballots.
2. Absentee ballots must be personally requested from the Secretary by the absentee voter. Absentee ballot shall be mailed or e-mailed to the last known address of the absentee voter by the Secretary, or may be picked up in person from the Secretary by the absentee voter.
3. All absentee ballots must be received by the Secretary before 10:00 pm on the night before the annual election.
4. Absentee ballots are not transferable or assignable.

Article V - Meetings

Section 1. The Annual Elections meeting of the organization shall be held at the November General Membership meeting. Notice of such meeting shall be given to each Individual Regular member at least ten (10) days prior to this meeting.

Section 2. The organization shall hold regular General Membership meetings at least once every month.

Section 3. Meetings of the Board of Directors shall be held at least once each month on prearranged dates or at the call of the President, provided a reasonable attempt is made to give notice of the meeting to all members of the Board of Directors. At all meetings of the Board of Directors, at least two-thirds (2/3) of the filled positions must be present to constitute a quorum, and the vote of the majority of those present shall be required to enact or pass the business at hand, unless otherwise specified in these By-Laws.

Sections 4. At all General Membership meetings, the Individual Regular members present and in good standing at the time that the meeting is called to order shall constitute a quorum, and the vote of the majority of those present shall be required to enact or pass the business at hand.

Articles VI - Duties of Officers

Section 1. The **President**, as Chief Executive Officer of the organization, shall supervise the organization's affairs and activities, while corresponding with all Vice Presidents about their area of opportunity. The President shall act as the liaison between the Illinois Jaycees and Bloomington-Normal Jaycees. The President shall appoint additional directors based on the need of the Board that year; these additional directors shall not be voting members of the Bloomington-Normal Board of Directors. The President shall preside over General Membership and Director Meetings and vote only in the case of breaking a tie. The president is expected to attend the four quarterly General Assemblies put forth by state. The chapter will cover the cost of registration and room. The chapter president is allowed to authorize up to a \$50 spending limit.

Section 2. The **Administrative Vice President** shall work with the President on the affairs of the organization, shall coordinate and communicate with the Illinois Jaycees in completing paperwork, and shall insure that the Bloomington-Normal Jaycees are following the deadlines set out by the Illinois Jaycees. In the event that a vacancy occurs in the office of President, the Administrative Vice President shall assume full duties, responsibilities, and powers of the office of President, until such time as a new President is elected. The Administrative Vice President will also be responsible for assisting in the implementation of Illinois State Jaycee projects at a local level. He/She shall be a voting member of the Bloomington-Normal Jaycee Board of Directors.

Section 3. The **Secretary** shall be a member of the Board of Directors. The Secretary shall keep a permanent record of the minutes of business meetings. He/She shall be a voting member of the Board of Directors.

Section 4. The **Treasurer** shall coordinate with the Board on all financial matters concerning the organization. Along with the Membership Vice President, the Treasurer shall be responsible for collection of dues for the membership. The Treasurer shall also be responsible for all books of the organization, including insuring proper filing of taxes. The Treasurer will disburse chapter funds at the direction of the Board of Directors, and shall report in detail at the Board and General Membership meetings on the financial condition of the organization. The Treasurer will be responsible for the proper transfer of all financial records to the newly elected Treasurer. For a reasonable period of time after year's end, the Treasurer shall be available to assist in any way necessary to assure proper transfer of financial records and obligations. He/She shall be a voting member of the Board of Directors.

Section 5. The **Management Vice President** shall work with the President on the fundraising affairs of the organization. The Management Vice President shall be responsible for identifying projects, assisting project chairs with training and support, and ensuring that enough fundraising activity is planned for the year to meet chapter operational goals. He/She shall be a voting member of the Board of Directors.

Section 6. The **Community Development Vice President** shall work with the President on the Community Development affairs of the organization, such as community projects and activities. The Community Development VP will oversee and coach chairs of community projects, while continually reporting the progress of the project to the President and Board of Directors. He/She shall be a voting member of the Board of Directors.

Section 7. The **Membership Vice President** shall work with the President on the membership affairs of the organization. The Membership Vice President shall be responsible for membership recruitment, orientation, activation, and retention, and shall work with the Treasurer in the collection of dues. The Membership Vice President shall be responsible for reporting renewals and new memberships to the Illinois Jaycees. He/She shall be a voting member of the Board of Directors.

Section 8. The **Individual Development Vice President** shall work with the President on the Individual Development affairs of the organization, such as promoting personal growth, organizing officer training, and organizing professional and personal development programs for the general membership. Organizing attendance of state General Assembly (GA) by the local membership is also the IDVP responsibility. He/She shall be a voting member of the Board of Directors.

Section 9. The immediate past President's title shall be **Chairman of the Board**, with duties to include advisement and counsel to the newly elected Board of Directors, problem resolution, upkeep of the constitution and By-Laws, and other duties as requested by the President. He/She shall be a voting member of the Board of Directors.

Section 10. **Directors** shall be selected by the President and approved by a vote of confidence by the current Board of Directors by a majority vote. Directors' positions could include: Public Relations Director, Social Director, Webmaster, etc. Directors shall *not* be voting members of the Board of Directors.

Article VII - Project Governance

Section 1. Project Chair:

Selection:

Notice for a need of a project chair must be presented to the General Membership to consider for one (1) month. If a project chair is not identified, it is the responsibility of the corresponding Vice President (to be referred to as cVP henceforth) to recommend a project chair. The selection of the chair must be confirmed with a vote of confidence from the Board of Directors. A co-chair may not be selected unless prior approval has been obtained by the first chair selected.

Responsibilities:

It will be the responsibility of the project chair (and co-chair) to:

- Submit a preliminary Project Management Guide (PMG) for approval by the Board of Directors before major project tasks are executed.
- Communicate to the Board via the cVP on a monthly basis the status of the project.
- Form a committee to assist in planning and execution of the project.
- Make key decisions in situations where there is not enough time to consult the Board or cVP.
- Submit a final PMG for approval by the Board within thirty (30) days of project completion.
- Ensure the project meets its scheduled deadlines.

Section 2. Role of the cVP:

The cVP will be a default member of every committee under his/her area of responsibility. Some of his/her roles are:

- To act as an advisor and support to the project chair.
- To act as a liaison between the Board of Directors and project chair.
- To keep the board apprised on progress status.

Section 3. Project Management Guide (PMG):

- A preliminary PMG must be pre-approved by a majority vote by the Board of Directors:
 - o Before any money is appropriated from Bloomington-Normal Jaycees funds for project work.
 - o Before the project can be considered officially sanctioned by the Bloomington-Normal Jaycees.
- Each PMG must contain:
 - o A Plan of Action
 - o A project budget
 - o Procedures to be followed
 - o Results of the project
 - o Recommendations for the next time the project is held

Section 4. Project Treasurer

The Board of Directors' Treasurer shall serve in that role for all committees.

Section 5. Contracts

The President of this organization is the only member who shall contract for or incur any debt or enter into any agreement or otherwise obligate this organization with authorization of the Board of Directors. The President of this organization is the only member who can sign contracts on behalf of this organization with authorization of the Board of Directors.

In the absence of the President, The Administrative Vice President of this organization can sign contracts on behalf of this organization with authorization of the Board of Directors.

This organization shall indemnify any and all of the Board of Directors against expenses actually and necessarily incurred by them in connection with the defense or settlement of any action, suit or proceeding in which they, or any of them, are made a part of by reason of their membership on the Board of Directors unless they, or any of them, shall be adjudged in the suit or proceeding to be liable of willful and wanton misconduct or if the matter is settled by an agreement based on the existence of willful and wanton conduct.

Articles VIII - Parliamentary Authority

Section 1. The current publication of *Robert's Rules of Order* shall govern the proceedings of all meetings of the organization.

Articles IX - Amendments

Section 1. These By-Laws may be amended by a two-thirds (2/3) vote of the Individual Regular members present at any general or special meeting, provided a one (1) week notice of the amendment has been given to each member.

Revised May 2016

• END OF BY-LAWS •