



**CONSTITUTION &
BY-LAWS AND
POLICIES
OF THE
BARBERTON
AREA
JAYCEES**



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CONSTITUTION OF THE BARBERTON AREA, OHIO JAYCEES

ARTICLE I – NAME

SECTION 1: The name of this organization shall be the Barberton Area Jaycees.

SECTION 2: The principle office of this organization shall be located in Barberton, Ohio, at the discretion of the Executive Board.

ARTICLE II - AFFILIATION

SECTION 1: This organization shall be and hereby is affiliated with the Ohio Jaycees, the United States Junior Chamber, and Junior Chamber International and is subject to the Constitution and By-Laws and Policies of these bodies.

ARTICLE III - PURPOSE

SECTION 1: This corporation shall operate as a not-for-profit organization established as an independent self-governing body under the laws of the state of Ohio, and restricted in its organization and operation by section 501 (c) 4 of the 1954 Internal Revenue Code. The further purpose of this organization shall be to provide its members with leadership training through participation in activities, which are directed toward civic, community and humanitarian improvements.

ARTICLE IV - MEMBERSHIP

SECTION 1: Any young person between the ages of twenty-one (21) and forty (40) inclusive, is eligible for active membership in this organization with full privileges thereof. A member's eligibility will terminate automatically at the end of the fiscal year in which he attains the age of forty-one (41) years.

ARTICLE V - GOVERNMENT

SECTION 1: The government of this organization shall be vested in an Executive Board consisting of the officers, the immediate past president, State Director and not more than nine (9) Board of Directors. Said officers shall be the President, Management Development Vice President, Community Development Vice President, Individual Development Vice President, Membership Development Vice President, Secretary, and Treasurer.

SECTION 2: The Executive Board shall be subject to the will of the membership and must seek membership approval on such matters as prescribed by the By-Laws.

SECTION 3: The Executive Board of this organization shall be elected in the manner prescribed by the By-Laws and shall hold office for a period of one year, or until their successors are duly elected and charged.

ARTICLE VI - AMENDMENT

SECTION 1: This Constitution may be amended by a two-thirds vote of the members present at any regular or special meeting provided that a written notice of the proposed amendment has been mailed to the last known address of each member at least ten (10) days prior to the date of such meeting.

BY-LAWS AND POLICIES OF THE BARBERTON AREA, OHIO JAYCEES

These By-Laws comprise the governing rules of the corporation. To supplement the By-Laws, Policies of the corporation have been established over the years through actions of the Executive Board and the membership.

ARTICLE I - MEMBERSHIP

BY-LAW 1-1: Regular membership

Any young person between the ages of twenty-one (21) and forty (40) inclusive, who attends more than three (3) chapter events, excluding chapter projects, is required to become a dues paying member on being present at the fourth (4th) event. If said young person does not wish to become a dues paying member, the ranking officer present shall be required to ensure the aforementioned young person leaves the chapter event and any subsequent event. Spouses and significant others of current members are excluded from this By-Law.

Policy 1-1: After reaching the age of forty-one (41) years and exhausting from the chapter, a member is eligible to receive a crabapple "cherry" tree in his name. This only applies if: (1) the member has completed his 1st degree, (2) has held office in the local chapter and (3) has three years active service in this chapter. After careful consideration of the performance of the member, a unanimous vote by the Executive Board can overturn this Policy.

BY-LAW 1-2: Associate Membership

The Executive Board may award associate membership to persons not eligible for regular membership. Dues must be paid by associate members as outlined in By-Law 2-2. Associate members are ineligible to vote, hold office, or serve as project chairperson. Length of membership shall be for one (1) year.

Policy 1-2: Associate members will be listed on the roster and mailing list.

BY-LAW 1-3: Honorary Membership

Honorary membership may be bestowed by the Executive Board upon persons who have performed service to or in behalf of the Jaycees and who are deemed worthy of such honor. Honorary members are ineligible to vote, hold office, or serve as project chairperson.

Policy 1-3: Honorary members are listed on the mailing list, but are not listed on rosters and no dues are required.

BY-LAW 1-4: Life Membership

Life membership may be awarded to an individual by a three-fourth ($\frac{3}{4}$) vote of those voting at a regular membership meeting after first being recommended by the Executive Board. Recipient must have been a regular member of the Barberton Area Jaycees who has made exceptional contribution to the Jaycee movement. Life members will be placed permanently on the rosters and mailing lists and be placed on the United States Junior Chamber roster as an associate member with such dues being paid by this organization.

BY-LAW 1-5: All applications for membership must be in writing and must be accompanied by dues as outlined in By-Law 2-1. The application of a newly-proposed member, having been sponsored by a member in good standing, shall be submitted to the Executive Board. The Executive Board shall then vote upon accepting the proposed member at their first regular membership meeting or at a special meeting called for that purpose. All such applications must be accepted by a majority vote of the Executive Board.

BY-LAW 1-6: An individual's membership may be terminated by a majority vote of the Executive Board with a written notice to the individual that his membership is being terminated and specifying date and purpose of the termination.

ARTICLE II - DUES

BY-LAW 2-1: The annual dues for this organization shall be half the dues of the United States Junior Chamber. Remaining balance will be paid by the Barberton Area Jaycees.

BY-LAW 2-2: Dues for associate members shall be ten dollars (\$10.00) per year. Dues for life members shall be paid by the Barberton Area Jaycees.

ARTICLE III - FINANCES

BY-LAW 3-1: The Treasurer shall deposit all funds of this organization in a financial institution to be named by the Executive Board in the name of the organization. The Treasurer shall submit at each regular meeting of the Executive Board, a written statement of income and expense for the preceding month and a statement of accounts.

BY-LAW 3-2: All bills shall be paid by check or debit card, signed by the Treasurer or President. Checks exceeding \$1,000 must be signed by the Treasurer and President. Checks may be written only after receipt of a properly prepared and signed check authorization slip. This section applies to all accounts.

Policy 3-2: The President is authorized to sign any slip. Project chairpersons may sign for the project for which they are chairpersons.

BY-LAW 3-3: Expenditures from a budgeted item may not be made until an appropriation is made by the Executive Board upon request of the project chairperson. All appropriations require a roll call vote of the Executive Board.

Policy 3-3: All appropriation requests must be made by the project chairperson accompanied by written budget sheets showing a planned usage of the funds requested. A detailed written report of all income and expenditures must be made to the Executive Board within a reasonable time after completion of the project.

BY-LAW 3-4: An audit shall be conducted of all accounts annually at the end of each administrative year and anytime during the year when a new Treasurer is elected. The audit shall be conducted by an audit committee of no less than three (3) persons other than the incoming or outgoing Treasurer. Treasurers may serve on audit committees of more than (3) persons. The audit will consist of:

- (1) Checking proper authorization of all disbursements;
- (2) Proper accounting of income;
- (3) Proper entries in ledger and checkbook; and
- (4) Reconciling the bank statements and checkbook.

A written report by the audit committee will be made and become a part of the minutes of the Executive Board meeting at which the report is submitted and approved.

BY-LAW 3-5: The organization will provide a dishonesty bond for the Executive Board for their protection in handling the income and expenses of the organization. This bond will be for a minimum of forty thousand dollars (\$40,000).

ARTICLE IV - GOVERNMENT

- BY-LAW 4-1:** The government of this organization shall be vested in the Executive Board which shall be subject to the will of the membership. The Executive Board shall seek approval of the membership for all projects, planned year's programs, planned year's budget, and resolutions.
- BY-LAW 4-2:** The Executive Board shall have control and management of the property and the affairs of the organization, subject to the will of the membership.
- BY-LAW 4-3:** The members of the Board of Directors who are neither officers nor ex-officio members, shall be elected according to the number of regular members in good standing. Three (3) members shall be elected if the membership is fifty (50) or less. One (1) additional member shall be elected for each twenty (20) or fraction thereafter, to a maximum of nine (9) members. A vacancy shall be filled only if membership size indicates that a vacancy exists.
- BY-LAW 4-4:** A vacancy on the Executive Board shall be filled by presidential appointment subject to confirmation by the Executive Board. Such appointee will serve until the next regular election.

Any vacancy shall be filled by appointment before thirty-one (31) calendar days have lapsed since official notification of the vacancy is accepted by the Executive Board. The President shall be required to fill any vacancy within the prescribed time limits. Confirmation of appointment must occur at a convened meeting of the Executive Board and will require a two-thirds (2/3) majority of those members present.

ARTICLE V - MEETINGS

- BY-LAW 5-1:** The annual meeting for purpose of election of officers shall be held in November of each year.
- BY-LAW 5-2:** The organization shall hold regular monthly membership meetings on such dates as may be set by the Executive Board. Twenty percent (20%) of the membership shall constitute a quorum.
- BY-LAW 5-3:** Meetings of the Executive Board shall be held at pre-arranged dates or at the call of the President. At all meetings of the Executive Board, a majority of the Executive Board members shall constitute a quorum.

ARTICLE VI - ELECTIONS

- BY-LAW 6-1:** Not less than thirty (30) days prior to the annual election, the President shall appoint, with the approval of the Executive Board, a nominating committee of no less than three (3) members.
- BY-LAW 6-2:** The nominating committee shall, at the membership meeting prior to the annual election, decide upon and make recommendations of the names of candidates for election, at which time the presiding officer shall also call for nominations from the floor. The nominations shall be closed at this meeting. No nominee shall be nominated for more than one position, nor shall any nominee be elected to any position other than that which they were nominated. However, any nominee for any office who is not elected may become a candidate for the Board of Directors by clearly indicating their willingness and desire to become such a candidate.
- Policy 6-2:** Written notice of such meeting shall be given to each member at their last known address at least ten (10) days prior thereto.
- Write-in candidates will be allowed provided that by the Board meeting prior to the election meeting, a petition signed by not less than eight (8) members in good standing be submitted to the nominating committee.
- BY-LAW 6-3:** The membership shall be made aware of all eligible voters by the Treasurer and rules of the election night, set by the nominating committee either by special mailing or through the newsletter, but in no case later than (10) days prior to the date of election. The rules of election night shall not violate any article or by-law of the constitution and shall as a minimum contain:
- (1) Time limit for speeches and demonstrations;
 - (2) Order of speeches and election
 - (3) How order of speeches is determined; and
 - (4) How ballots will be passed out and collected.
- BY-LAW 6-4:** No members of the nominating committee shall be eligible to be nominated to any office by action of the nominating committee.
- BY-LAW 6-5:** The nominating committee shall select nominees for each Executive Board position. No officer shall be eligible to hold the same office for more than two (2) consecutive years.
- BY-LAW 6-6:** At the annual election, there shall be elected a President, a Management Development Vice President, a Community Development Vice President, an Individual Development Vice President, a Membership Development Vice President, Secretary, Treasurer, and State Director, all whom shall

constitute the officers of the organization. There shall also be elected a Board of Directors as specified in By-Law 4-3.

BY-LAW 6-7: The nominee receiving the greatest number of votes shall be elected to the office to which they were nominated provided, however, that the candidate for President and Vice Presidents must receive a majority of the votes cast. In the event there are more than two (2) candidates for any of these offices and the candidate receiving the greatest number of votes does not receive a majority, each candidate's standing on ballot will be announced and the vote count will be disclosed. The vote will then be repeated, this process being followed until the candidate receiving the greatest number of votes has received a majority of all votes cast. The eight (8) elective offices shall be filled before votes are cast for Board of Directors. The Board of Directors shall be filled by nominees receiving the greatest number of votes. Each eligible member may cast one (1) vote for each vacant position.

BY-LAW 6-8: Voting shall be by individual members in good standing and no person shall cast more than one (1) ballot. A member in good standing is one whose dues are paid up to date of election night as determined by the Treasurer. Any member not considered in good standing can be reinstated by bringing dues up to date prior to election. Proxies or absentee ballots will not be recognized. The results of all voting shall be announced at the election night by name and number of votes received (both winners and losers). Any candidate shall be given access to the ballots for verification at their request within three (3) days after the election.

BY-LAW 6-9: Newly elected Executive Board members shall take office on January 1 which shall begin the organization's fiscal year.

Policy 6-9: At the first meeting of the Executive Board following the annual elections, there may be appointed by the Executive Board, a Chaplain. The office of the Chaplain does not hold a seat on the Executive Board.

ARTICLE VII - DUTIES OF OFFICERS

BY-LAW 7-1: The President, as chief officer of the organization, shall supervise the organization's affairs and activities and shall make an annual report thereon to the members.

Policy 7-1: Specific duties of the president shall be as follows:

- a. Supervise the affairs and activities of the organization.
- b. Represent the organization within the community.
- c. Prepare a budget for adoption by January membership meeting.

- d. Prepare a Chapter Plan for the full year by January membership meeting.
- e. Preside and maintain order at all Executive and Membership meetings.
- f. Represent the chapter to the best of his ability at all state and national meetings.
- g. Supervise and assist the officers in the performance of their duties.
- h. Distribute material of state and national mailings.
- i. Swear in new Executive Board members and new members.
- j. Answer correspondences promptly.
- k. Write article for each publication issue.
- l. Establish a personal acquaintance with all members.
- m. Make an annual report to the membership.
- n. Organize Installation Banquet.
- o. Delegate responsibilities involving, issuing office keys, mail retrieval and updating the photo album, website and bulletin board.

BY-LAW 7-2: The Management Development Vice President, who shall preside at membership and Executive Board meetings in the absence of the President, shall become President due to death, expulsion, or resignation of President, and also serve as the office manager.

Policy 7-2: The duties of the Management Development Vice-President shall be as follows:

- a. Perform the duties of the President in absence of the President.
- b. Provide encouragement and assistance for all project participation.
- c. Oversee the hall rental.
- d. Arrange for dinner, drinks and child care at membership meetings.
- e. Oversee general housekeeping of office, including but not limited to trash removal, vacuuming, carpet cleaning, equipment servicing and repairs.
- f. Attend all Executive and Membership meetings.
- g. Ensure that the Commercial Liability Insurance Policy and Dishonesty Bond are updated and paid yearly.
- h. Recognize and publish award-winning performance.
- i. Write an article for each publication issue.
- j. Ensure that incorporation paperwork is kept updated.

BY-LAW 7-3: The Individual Development Vice President shall work with the Executive Board to coordinate training to meet personal and professional needs of members.

Policy 7-3: The duties of the Individual Development Vice President shall be as follows:

- a. Survey the needs of the membership to enact the desired training programs and social activities.
- b. Schedule speakers for training programs.
- c. Assist other vice-presidents in training the membership in those skills, which pertain to that vice-president's duties.
- d. Write article for each publication issue.
- e. Attend all Executive and Membership meetings.

BY-LAW 7-4: The Membership Development Vice President shall work with the Executive Board to coordinate recruitment and retention at all projects and functions.

Policy 7-4: The duties of the Membership Development Vice President shall be as follows:

- a. Sponsor M-nights.
- b. Provide skills and materials to membership for recruitment.
- c. Develop and implement an orientation program.
- d. Manage the Springboard and Degrees program.
- e. Establish a personal acquaintance with all members.
- f. Activate membership to insure retention.
- g. Write an article for publication issue.
- h. Notify members of renewal, collect dues and submit to Treasurer.
- i. Maintain membership roster with the Ohio Junior Chamber by submitting monthly Add/Delete Lists and remit dues payment.
- j. Attend all Executive and Membership meetings.
- k. Maintain mailing list and distribute to members.
- l. Maintain New Member Guide and Welcome Packet and distribute to new members.

BY-LAW 7-5: The Community Development Vice President shall work with the Executive Board to coordinate projects and community activities.

Policy 7-5: The duties of the Community Development Vice President shall be as follows:

- a. Review project activities for most effective chapter expression.
- b. Serve as a member in project programming; CPG competition and award submission.
- c. Write article for Barberton Herald Jaycee Jazz publication.
- d. Assist in new ideas for organization expression.
- e. Provide liaison with public relations areas.
- f. Write article for each publication issue.
- g. Attend all Executive and Membership meetings.

BY-LAW 7-6: The Secretary shall give notice of all regular and special meetings and shall keep a permanent record of the minutes of such meetings. He shall be custodian of all official records of the organization.

Policy 7-6: The duties of the Secretary shall be as follows:

- a. Keep records of correspondence of the organization.
- b. Prepare agenda and sign in sheet with president.
- c. Maintain supplies for the proper functions of the organization.
- d. Create and distribute monthly publication newsletter.
- e. Maintain attendance records.
- f. Maintain the calendar of events.
- g. Maintain an up-to-date copy of the Constitution and Bylaws.
- h. Attend all Executive and Membership meetings.
- i. Keep minutes at all Executive and Membership meetings and make available for review by membership.
- j. Send cards and/or gift for special occasions as agreed on by Executive Board.

BY-LAW 7-7: The Treasurer shall issue notices of dues payable and be responsible for the collection thereof, keep the books of the organization, disburse funds as required, and shall report monthly on the financial condition of the organization. They shall prepare a report for audit by their successor.

Policy 7-7: The duties of the Treasurer shall be as follows:

- a. Assist in maintaining good financial structure by making deposits and payments promptly.
- b. Reconcile accounts and report monthly in writing on the financial status of the organization.
- c. Assist President in preparation of budget.
- d. Keep records on money owed by or to the organization.
- e. Maintain a list and location of chapter assets.
- f. Complete Federal Tax Form 990 and Ohio Solicitation by their due dates.
- g. Provide full statements of project financial status at completion of all projects.
- h. Attend all Executive and Membership meetings.
- i. Require completed Authorization Slip to accompany all receipts.
- j. Maintain monthly files including reconciled statements, authorization slips with attached receipts for all purchases made, deposit slip forms with attached proof of bank deposits and cancelled checks along with voided checks to be made available for review by any member.
- k. Maintain all income and expenses on a computerized accounting program.

BY-LAW 7-8: The President may assign to the Vice Presidents, Secretary, and Treasurer, additional duties to those prescribed above.

BY-LAW 7-9: The State Director, in conjunction with the President, shall be responsible for all chapter activities that tie our chapter to district, region, and state organizations.

Policy 7-9: The duties of the State Director shall be as follows:

- a. Represent to the best of his ability the chapter at all district, region, and state meetings.
- b. Inform the membership of state projects and activities.
- c. Assist and encourage membership participation in state activities.
- d. Organize the program of chapter visitation.
- e. Prepare and present all chapter bids for state, regional, or district events.
- f. Attend all Executive and Membership meetings.

ARTICLE VIII - DIRECTORS

BY-LAW 8-1: The Board of Directors shall work to conduct and implement the business and management of this corporation, subject to the will of the membership. The Board of Directors shall be headed by the immediate past president.

Policy 8-1: The duties of the members of the Board of Directors shall be as follows:

- a. Encourage and recommend members for project chairpersons.
- b. Assist project chairpersons in development of committees and proper records.
- c. Represent the interests of the Executive Board in committee activities.
- d. Attend all Executive and Membership meetings.
- e. Establish and maintain call tree.
- f. Review and suggest revisions to By-Laws, as needed.

Policy 8-2: Call Tree Procedures:

- a. The membership roster will be divided up among the Board of Directors to initiate a call tree.
- b. The Board of Directors will contact their assigned members and inform them of upcoming events and meetings.
- c. The Board of Directors will explain the upcoming events and see if the members have a desire in chairing or co-chairing the events.

A description of the events and past chairs and co-chairs should be available to answer any questions.

- d. Ask members if any other interests of projects or concerns about where the chapter is headed.
- e. The Board of Directors will be required to contact their members at least every month.

ARTICLE IX - COMMITTEES

BY-LAW 9-1: The Executive Board shall determine the committees deemed proper and necessary to fulfill the object and purpose of the organization.

BY-LAW 9-2: All committee chairpersons shall be appointed by the President subject to the approval by the Executive Board.

BY-LAW 9-3: A written report, Chairman's Planning Guide, shall be submitted to the Executive Board by the chairperson within a reasonable time of completion of the committee function.

ARTICLE X - AUTHORITY TO BIND

BY-LAW 10-1: No member of this organization shall contract for or incur any debt or enter into any agreement or otherwise obligate this organization except by authorization of the Executive Board and the membership.

ARTICLE XI - RULES OF ORDER

BY-LAW 11-1: Robert's Rules of Order shall govern the proceedings of all meetings of the organization and its constituent parts except as provided in these By-Laws.

ARTICLE XII - DELEGATIONS

BY-LAW 12-1: Delegations or special committees shall be appointed by the President, subject to the approval of the Executive Board, to represent the organization at any convention, meeting, or assembly, as may be necessary. Such delegations or committees shall exercise only those powers specifically vested in them by the Executive Board.

BY-LAW 12-2: The President may commit funds not to exceed twenty dollars (\$20.00) without Executive Board approval, limited to sixty dollars (\$60.00) per year, if impractical to obtain such approval.

ARTICLE XIII - REMOVAL OF OFFICER

BY-LAW 13-1: Any officer or director may be removed from office as a result of failure to fulfill the duties of said office, or conduct detrimental to the best interests of the organization. Said removal must follow the following procedures:

- a. A petition stating the charge shall be filed with the Secretary and signed by two-thirds (2/3) of the Executive Board or by two-thirds (2/3) of the membership.
- b. The Secretary shall notify each member at least ten (10) days before the question will be placed on the membership meeting agenda.
- c. Said officer or director shall be permitted written notice of the charge at least ten (10) days before the question is to be placed on the membership meeting agenda.
- d. The petitioners shall present their case first, said officer or director shall be heard second, and the vote shall be taken third. Two-thirds (2/3) vote of those present at a membership meeting shall be necessary to remove said officer or director from office.

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

ARTICLE XIV - RESOLUTIONS

BY-LAW 14-1: Any endorsement or resolution which shows support of this organization shall receive at least a two-thirds (2/3) vote of the membership voting at a scheduled meeting. Notice of intent to consider endorsement or resolution must be sent to each member at their last known address at least ten (10) days prior thereto.

ARTICLE XV - AMENDMENTS

BY-LAW 15-1: The By-Laws may be amended by a two-thirds (2/3) vote of the membership present at any general or special meeting, provided written notice of the proposed action has been sent to each member at their last known address at least ten (10) days prior thereto.

BY-LAW 15-2: The Policies may be amended by a majority vote of the membership present at any general or special meeting, provided written notice of the proposed action has been sent to each member at their last known address at least ten (10) days prior thereto.