

THE BROGUE AREA JAYCEES CONSTITUTION AND BYLAWS

Revised 6/27/2004

CONSTITUTION

ARTICLE I - NAME AND LOCATION

SECTION I:

The name of this organization shall be the Brogue Area Jaycees

SECTION II:

The principal office of this organization shall be located in either the townships of Chanceford or Lower Chanceford.

ARTICLE II - AFFILIATION

SECTION I:

This organization shall be and hereby affiliated with the Pennsylvania Jaycees, the United States Jaycees, and the Junior Chamber International, and is subject to the constitution and bylaws of these bodies as they affect and prescribe the functions of local Jaycees and are not in conflict with this constitution.

ARTICLE III - PURPOSE

SECTION I:

The purpose of this organization shall be:

(A) Civic service through the organized efforts of the members of this organization to promote the welfare of the community and its citizens through active, constructive projects, and

(B) To provide the members of this organization training in leadership and management, and to install consciousness to better their usefulness as citizens.

ARTICLE IV - MEMBERSHIP

SECTION I:

Any person of good character between the ages of eighteen and forty, both inclusive, is eligible for active membership in this organization with the full privileges thereof.

SECTION II:

Any past member, in good standing, of this organization is eligible for associate membership in this organization when past the maximum age limit for active membership, with the full privileges thereof, except for voting for and holding an office listed in this constitution.

SECTION III:

Any person of good character who is not a member of this organization, but through his/her voluntary efforts for this organization has benefited the organization and the community is eligible for associate membership as describe in section II above.

ARTICLE V - GOVERNMENT

SECTION I:

The government of this organization shall be vested in a Board of Directors consisting of the following officers: The immediate past President, All members that are State Officers, Said officers shall be the President, the Community Development (Internal) Vice President, the Chapter Development (External) Vice President, the Membership Vice President, the Recording Secretary, the Treasurer, and the Directors.

SECTION II:

The Officers and Directors of this organization shall be elected in the manner prescribed in the bylaws and shall hold office for a period of one year or until their successors are duly elected and charged.

ARTICLE VI - AMENDMENT

SECTION I:

This constitution may be amended by a two-thirds vote of the active members present at any regular or special meeting provided that written notice of the proposed amendment had been mailed to the last known address of each member at least ten days prior to the date of such meeting.

BYLAWS

ARTICLE I - MEMBERSHIP

SECTION I:

Any active member in this organization shall be as provided in the constitution.

SECTION II:

Any associate member in this organization shall be as provided in the constitution.

SECTION III:

Honorary membership can be conferred upon any person of good character by a two-thirds majority of the members present at any meeting.

SECTION IV:

All applications for active membership shall be turned in and sponsored by any member in good standing, and accompanied by a year's dues.

ARTICLE II - DUES

SECTION I:

The annual dues of active members of this organization shall be the amount payable to the Pennsylvania Jaycees for regular membership renewal, minus any recognition award earned by the member. Total payable amount is due annually fifteen days before a member's anniversary date.

SECTION II:

Any member may, upon the member's anniversary date as a Jaycee, may request and receive a refund of membership dues, if the member feels that the Jaycee membership has not been worthwhile, provided that the member has;

1. attended at least two membership meetings, and
2. participated in at least two projects, and
3. attended at least one Pennsylvania Jaycees Board meeting.

ARTICLE III - GOVERNMENT

SECTION I:

The government of this organization shall be vested in the Board of Directors which will be responsible to the membership.

SECTION II:

The Board of Directors shall have control of the property and management of the organization and be responsible to the membership. General funds of the organization shall be withdrawn from the bank or banks which they are on deposit by the signature of one of the three of President, Treasurer, and Recording Secretary.

SECTION III:

The members of the Board of Director shall be the Officers and Directors. There shall be one Director per every ten active members at the time of the election for office.

SECTION IV:

A vacancy on the Board of Directors, or in any office shall be filled by appointment by the President with approval of the majority of the Board.

ARTICLE IV - ELECTIONS

SECTION I:

Not less than thirty days prior to the election, nominations will be taken at the regularly scheduled membership meeting and subsequent meetings until the election. The chapter Secretary shall record all seconded nominations not declined in the meeting minutes.

SECTION II:

The election shall be conducted by an election board made up of the associate members present at the election.

SECTION III:

The President shall turn the meeting over to the election board for the election. The election board shall conduct the election and tally all votes.

SECTION IV:

The election board shall read each nomination for each office prior to the vote for each office being taken. The board shall receive nominations and declinations prior to the vote being taken for each office.

SECTION V:

Any member may nominate any active member for a office. The nomination shall be seconded by a member other than the nominator and the nominee prior to the nomination being accepted. The nominee may decline the nomination to any office prior to the vote being taken for that office.

SECTION VI:

Each active member present at the election meeting will record their vote for each office on a secret ballot. The election board shall collect and tally the ballots. After tallying the ballots for each office the election board shall announce the winner. The winners of the election shall be recorded in the meeting minutes.

SECTION VII:

At the annual election there shall be elected a President, a Community Development (Internal) Vice President, a Chapter Development (External) Vice President, a Membership Vice President, a Treasurer, a Recording Secretary, and a State Director, in that order, all of whom shall consist the officers of the organization. To complete the Board of Directors, the Directors as specified in Article III shall nominated and voted upon.

SECTION VIII:

Additional positions (Beverage Chairman, Entertainment Chairman, etc.) as deemed necessary by the membership shall be elected. These additional positions may filled and voted upon by any member (active and associate) of the organization.

SECTION IX:

Voting shall be by individual members, and no member may cast more than one ballot for each office or position. Proxies and absentee ballots shall not be allowed.

SECTION X:

Officers and Directors shall take office following their installment and begin their duties at the second general membership meeting in December.

ARTICLE V - MEETINGS

SECTION I:

The annual election meeting shall be held in October. Notice of the meeting will be mailed to each member at his last known address at least ten days prior thereof.

SECTION II:

The organization shall hold business meetings the 2nd and 4th Sundays of each month, except for the months of November and December. The November and December meetings will be held on the 2nd Sunday each month. Notification of additional meetings and date changes must be mailed to each member 10 days prior to the meeting, or if not possible, by contacting those members by phone or e-mail.

SECTION III:

Meetings of the Board of Directors shall be held at prearranged dates or at the call of the President. At all Board meetings a majority of the Board of Directors shall constitute a Quorum.

SECTION IV:

Special meetings of the membership or the Board of Directors shall be by the call of the President or the Secretary, at the request of at least four members of the Board. No business shall be transacted at a special meeting without a quorum, and only business specified in the call shall be acted upon. A quorum shall be at least 25 percent of the members for a special general membership meeting, or 25 percent of the board members for a Board meeting.

ARTICLE VI - DUTIES OF THE OFFICERS

SECTION I:

The President, as chief of the organization, shall support the organization's affairs and activities and shall make an annual report to the membership.

SECTION II:

The Community Development (Internal) Vice President, who shall preside at meetings in the absence of the President, shall manage the internal affairs of the chapter, which includes those activities which are engaged not to generate revenue, but rather to benefit the community or the membership. Also the Community Development Vice President shall work with the President on those affairs of the chapter assigned by the President, and approved by the membership or by the Board of Directors.

SECTION III:

The Chapter Development (External) Vice President, who shall preside over meetings in the absence of both the President and the Community Development Vice President, shall manage the external affairs of the Chapter, which includes those activities which have a primary purpose of generating revenue for the organization. Also the Chapter Development Vice President shall work with the President on those affairs assigned by the President, and approved by the membership or the Board of Directors.

SECTION IV:

The Membership Vice President shall manage those affairs of the chapter that pertain to recruiting, retaining, and activating members. The Membership Vice President shall work with the President on those affairs assigned by the President and approved by the membership or the Board of Directors.

SECTION V:

The Recording Secretary shall keep a permanent record of all membership and Board of Directors meeting minutes.

SECTION VI:

The Treasurer shall be responsible for the collection of fees, dues and other funds for the chapter, disperse the funds as required, maintain the financial records of the organization, and shall report at each meeting on the financial condition of the organization. The Treasurer shall prepare a report for audit by his successor.

SECTION VII:

The Directors shall be responsible for the communication of timely information to the members that have been assigned to them. The Membership Vice President shall keep a current membership list that indicates these assignments. The immediate Past-President shall serve as the Chairman of the Board of Directors

ARTICLE VII - STATE DIRECTOR

SECTION I:

The office of State Director is to be elected in the general election. The State Director is responsible for keeping members informed of events at the District, Regional, State, National and International levels. The State Director is also responsible for compiling and submitting any documentation for competitions and recognition at any of the mentioned levels.

ARTICLE VIII - COMMITTEES

SECTION I:

The Membership or the Board of Directors shall determine the committees deemed proper and necessary to fulfill the objectives and purposes of the organization.

SECTION II:

All Committee Chairmen shall be appointed by the President, and approved by the membership or the Board of Directors.

ARTICLE IX - AUTHORITY TO BIND

SECTION I:

No member, including officers, shall contract for or indulge in any debt or enter into any agreement or otherwise obligate this organization except by authorization of the Board of Directors or the membership.

ARTICLE X - RULES OF ORDER

SECTION I:

Robert's Rules of Order shall govern the proceedings of meetings, when required, except as provided in the bylaws. By unanimous consent of all present, less formal application of rules of order shall be deemed acceptable provided that such atmosphere results in productive meetings that are fair to all present and mentioned.

ARTICLE XI - DELEGATIONS

SECTION I:

Delegations of special committees shall be appointed by the President with approval of the membership or Board of Directors to represent the organization at any convention, meeting, or assembly as may be necessary. Such delegation of committees shall exercise

only those powers specifically vested in them by the membership or the Board of Directors.

ARTICLE XII - REMOVAL FROM OFFICE

SECTION I:

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

1. A petition stating the charge shall be filed with the Recording Secretary and signed by two-thirds of the active members.
2. The Recording Secretary shall notify each member at least twenty days prior before the question is to be presented at the membership meeting.
3. Said officer or director shall be given written notice of the charge five days before the question is presented to the membership.
4. The petitioners shall present their case first. Said officer or director shall be heard second, and then the vote shall be taken third. Two-thirds of the active members voting is required to remove said officer or director from office.
5. Should the said officer be the Recording Secretary then the treasurer shall perform the recording secretary's duties in the removal procedure. Should the said officer be the President, the First Vice President shall preside over the removal proceedings.
6. No removal proceedings shall be based more than once on the same evidence.

ARTICLE XIII - POLICY

SECTION I:

A written policy shall be established which shall become part of the bylaws, and state the rules pertaining to the adoption of programs, duties of the Officers and Directors, and other matters of concern to the organization.

ARTICLE XIV - AMENDMENTS

SECTION I:

The bylaws and policies may be amended by a two-thirds vote of the memberships present at any general or special meeting, provided written notice of the proposed action has been mailed to each member at his last known address at least 10 days prior thereto.

LOCAL POLICY

POLICY I - STANDING COMMITTEES

SECTION 1:

There should be a membership committees for general contacts with the young people of the community. Said committee shall schedule periodic orientations and provide speakers from the membership and other program material as appropriate.

SECTION 2:

There should be a publicity committee which shall receive and distribute information regarding the activities or plans of the chapter.

SECTION 3:

There should be an awards committee responsible for ensuring that the members and the chapter receive all possible recognition for their respective contributions.

POLICY II - MEETINGS

SECTION 1:

All meetings shall commence at 7:30 PM unless specifically notified.

SECTION 2:

Meetings shall be held twice a month on the second and fourth Sundays of every month, except during the months of November and December. The November and December meetings shall be held on the second Sunday of the month, and additional meetings shall during these months shall be scheduled in advance, as necessary.

POLICY III - RESOLUTION AND ISSUES

SECTION 1:

Any endorsement of a resolution or issue brought forth shall receive at least a majority vote of the active, associate, and honorary members present.

SECTION 2:

The approval or disapproval of a resolution or an issue shall follow the procedure below:

1. The resolution or issue is brought forth by a member.
2. The resolution or issues is discussed by the membership present.
3. A member must move that the resolution or issue is approval.
4. Another member shall second the resolution or issue.
5. The membership shall vote either by voice, or by a show of hands if the voice vote is too close to call.
6. After the vote the approval or disapproval of the issue may not be discussed during the remainder of the meeting.
7. A member may request that the resolution or issue be brought before the membership at a future meeting, and that the membership receive notification in writing of the resolution or issue prior to that meeting.

POLICY IV - FINANCES

SECTION 1:

All funds of this organization shall be deposited into financial institutions in the local area, other than a small petty cash fund the Treasurer shall maintain control of, to perform small monetary disbursement as needed. Also small amounts of cash may be used to run various projects and activities as needed, provided that the funds are controlled by the respective chairmen.

SECTION 2:

A project or activity chairman shall maintain control of the funds assigned to his project, and maintain a file of receipts and expenses.

SECTION 3:

At the conclusion of the project or activity the chairmen shall turn over all remaining funds, receipts, and bills to the Treasurer. Funds, receipts, and bills may be turned over to the Treasurer prior to the conclusion of the project or activity, especially for long term or indefinite projects or activities.

SECTION 4:

The chairman shall report to the membership at the conclusion of the project or activity on finances associated with the project or activity, including expenses and profit. The chairman at the request of the membership shall provide a financial report before the conclusion of the project or activity. The chairmen shall provide a periodic, at least annually, report to the membership on activities or projects which are indefinite in duration.

SECTION 5:

The Membership Vice President shall mail notice of dues to each member at least thirty days prior to the member's billing date.

SECTION 6:

Disbursements of fund for any reasons should be made through the checking account of the organization, except where the amount is less than twenty dollars. All disbursements through the mail shall be by check. Cash disbursements greater than \$20 may be made if a recording mechanism exists to document the transaction, and the transaction is reconciled to the new balance in petty cash. Receipts should accompany all transactions.

SECTION 7:

Any member who accepts an item for sale or resale on behalf of the organization shall be responsible for the selling price of the item. Any item not sold must be returned to the organization in a reasonable time.

SECTION 8:

Members attending the National or State Meetings shall receive expenses funds to cover lodging costs and the required Jaycee registration fee. Members attending the National Convention shall receive funds for travel expenses as well.

SECTION 9:

In the event that the chapter is dissolved all remaining funds after the legitimate debts have been paid, and the remaining property of the chapter, will be given for the use of any non profit organization selected by the membership prior to the dissolution of the chapter. The remaining funds and property may be disbursed amongst several organization in various portions. The selection of the recipient organization or organizations, and the amounts of dispersion shall be approved by the majority of the membership.

POLICY V - PROJECTS

SECTION 1:

All projects proposed for acceptance by the organization should be prepared in accordance with the Chairman's planning guide and presented to the membership for approval.

SECTION 2:

All financial reports should be completed as per the Chairman's planning guide, including manhours spent, expenses, materials used, profits, and comments and recommendations.

SECTION 3:

All final reports shall be placed in the chapter's files for future reference.

POLICY VI - DUTIES OF OFFICERS

SECTION 1:

The duties of the President shall be as follows:

1. Supervise the activities and affairs of the Chapter.
2. Represent the chapter within the community.

3. Prepare the budget by February 1st for approval.
4. Prepare the Year of Planned Action by February 1st.
5. Preside and maintain order at all general meetings.
6. Represent the chapter at all state and national meetings.
7. Supervise and assist the officers in the performance of their duties.
8. Distribute material of the state and national mailings.
9. Announce all projects to the public.
10. Answer correspondence promptly.
11. Write an article for each publication issue.
12. Establish a personal acquaintance with all members.
13. Make an annual report to the membership.
14. Prepare an agenda for each meeting.
15. Supervise publication.
16. Appoint a Chaplain, Photographer, Parliamentarian, and other positions as necessary

SECTION 2:

The duties of the Community Development Vice President shall be as follows:

1. Perform the duties of the President in his absence.
2. Serve as a member in all committees in assigned project area (internal).
3. Assist with publication.

SECTION 3:

The duties of the Chapter Development Vice President shall be as follows:

1. Perform the duties of the President in the absence of the President and the Community Vice President.
2. Serve as a member of all committees in assigned project area (external).
3. Assist in new ideas for organization expression.
4. Provide assistance to Directors in project planning.
5. Review assigned areas for fullest chapter expression.
6. Provide liaison with public relations area.
7. Assist with publication.

SECTION 4:

The duties of the Membership Vice President shall be as follows:

1. Institute and assist in programming, membership, and retention areas.
2. Provide encouragement and assistance for project participation.
3. Review assigned areas for fullest chapter expression.
4. Assist Treasurer with proper payment of membership dues.
5. Coordinate use of Court-mandated Community service individuals (i.e. ARD).

SECTION 5:

The duties of the Recording Secretary shall be as follows:

1. Keep minutes of all meetings.
2. Maintain current roster and rules for membership.
3. Maintain attendance records.

SECTION 6:

The duties of the Treasurer shall be as follows:

1. Assist in maintaining good financial status.
2. Report at each meeting the financial status of the chapter.

3. Issue notice of dues and be responsible for their collection, if there is no Dues Chairman.
4. Keep records of money owed by or to the chapter.
5. Maintain a list of chapter's assets and their location.
6. Prepare a financial report for audit at the end of the fiscal year.
7. Require full statements of project financial status.
8. Complete all tax forms from preceding year.

SECTION 7:

The duties of the State Director shall be as follows:

1. Inform the membership of state projects and activities.
2. Assist and encourage membership participation in state activities.
3. Report on state meetings.
4. Organize the program for chapter visitations.
5. Vote at the State Board of Directors meetings.

SECTION 8:

The duties of the directors shall be as follows:

1. Encourage and recommend members for project chairmanships.
2. Assist project chairmen in development of committees and proper records.
3. Represent the interest of the Board of Directors in committee activities.
4. Encourage member participation in chapter projects and activities.
5. Contact assigned members and associate members with any timely information that needs to be passed on from any board member.

SECTION 9:

The duties the Chairman of the Board shall be as follows:

1. Preside and maintain order at all Board of Director meetings.
2. Conduct an orientation for incoming officers by the end of January.

POLICY VII - RECOGNITION PROGRAM

SECTION 1:

To recognize members who through their efforts helped the chapter and the community, a recognition program shall be established, in which the dues of a member are partially or wholly paid for by the chapter based upon that member participation in chapter meetings projects and activities, and representing the chapter to the community and at outside the chapter events. All active members, associate members, and roosters are eligible to participate in this program.

Participants of this incentive program will earn points based on level of participation. Active members can earn points that will pay up to but not to exceed the total cost of their annual dues.

Roosters or associate members who participate will earn points which can be used for events with costs associated, e.g. I&A Banquet. The value of the pints are outlined below:

Incentive Points earned

Referral and signup of new member 25

Attendance at a meeting 1

Participation in a project 5

Chairing a project 15

Co-Chairing of a project 10

Points value: 2 Points = \$1.00

