

CONSTITUTION AND BY-LAWS OF THE MILLARD JAYCEES

MILLARD JAYCEES

P.O. BOX 45552

OMAHA, NE 68145

Revised: June 1991, 1993, November 1998
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THE MILLARD JAYCEES CONSTITUTION

ARTICLE I

NAME

SECTION 1

The name of this organization shall be the MILLARD JAYCEES (also known as the Millard Junior Chamber of Commerce). (7-93)

SECTION 2

The principle office of this organization shall be in Omaha, Nebraska. The mailing address shall be P.O. Box 45552 Omaha, Nebraska 68145. (11-98)

ARTICLE II

AFFILIATION

SECTION 1

This organization shall be and is hereby affiliated with the Nebraska Jaycees, the United States Jaycees, the Jaycees International and is subject to the Constitution and By-Laws of these bodies in-so-far as they affect and prescribe the functions of local Jaycees and are not in conflict with this Constitution.

ARTICLE III

PURPOSE

SECTION 1

The purpose of this organization shall be civic service through the organized efforts of the young persons of the community and its citizens through active, constructive projects. It shall be the further purpose of this organization to provide the young persons constituting its membership, training in leadership and civic consciousness, to - better their usefulness as citizens. This organization shall be non-partisan in regard to Governmental politics but shall support political issues affecting community service. (7-93)

ARTICLE IV

MEMBERSHIP

SECTION 1

Any young person of good character between the ages of twenty-one (21) and thirty-nine (39), both inclusive, is eligible for active membership in this organization with full privileges thereof.

ARTICLE V

GOVERNMENT

SECTION 1

The government of this organization shall be vested in an Executive Board of Directors consisting of the immediate past President who shall be called the Chairman of the Board, the President, up to four Vice Presidents, a Secretary, a Treasurer, and a State Director. (11-98)

SECTION 2

The Board of Directors will consist of the Executive Board members and one Director for each Vice President and up to one Director for every 15 members. (11-98)

SECTION 3

The Officers and Directors of this organization shall be elected in a manner prescribed by the By-Laws and shall serve for a period of one year or until their successors are duly elected and qualified.

ARTICLE VI

AMENDMENT

SECTION 1

This Constitution may be amended by a 2/3 vote of the members present at any regular or special meeting provided that written notice of the proposed amendments has been mailed to the last known address of each member with the official publication or by a special mailing prior to the meeting.

THE MILLARD JAYCEES BY-LAWS

ARTICLE I

MEMBERSHIP

SECTION 1

Any young person of good character between the ages of twenty-one (21) and thirty-nine (39), both inclusive, shall be eligible for active membership in this organization as provided by the Constitution.

SECTION 2

All applications must be in writing and must be accompanied by one years dues in advance to correspond with the United States Jaycees annual dues billing.

SECTION 3

All applications for membership must be sponsored by a member in good standing. (7-93)

ARTICLE II

DUES

SECTION 1

Dues will be assessed annually by the Millard Jaycees, Nebraska Jaycees, United States Jaycees and the Jaycees International. The amount of dues to be collected for the Nebraska Jaycees, the United States Jaycees, and the Jaycees International will be prescribed by those organizations. All additional fees of the Millard Jaycees, the Nebraska Jaycees, the United States Jaycees, and Jaycees International will be (passed on) assessed to the appropriate Millard Jaycees member (such as the administration fee assessed by the United States Jaycees for new members) and included in the above assessed sum. (3-90).

SECTION 2

Notice of dues owing shall be given members by the Treasurer a minimum of thirty (30) days before date payable. Any member whose dues are in arrears after the 20th day of their respective dues payable month shall automatically cease to be a member. Any member wishing to rejoin after his dues payable date has passed shall be assessed the extra \$5.00 national administrative fee.

ARTICLE III

GOVERNMENT

SECTION 1

The Government of this organization shall be vested in the Board of Directors subject to the will of the membership.

SECTION 2

The Board of Directors shall have control and management of the property of the organization subject to the will of the membership. Funds of the organization shall be withdrawn from the bank or banks with which they are deposited by any two (2) signatures of either the President, the Vice Presidents or the Treasurer. Additional expenditures (not included in the Planned Years Budget) in excess of \$100.00 must be approved by the general membership. (7-93)

SECTION 3

Vacancies in the Board of Directors or in any office shall be appointed, within one month, by the President with the approval of the Board of Directors. Appointees shall serve for the duration of the term of the individual being replaced or until the next regular election.

ARTICLE IV

ELECTIONS

SECTION 1

The President shall appoint, not less than ninety (90) days prior to the annual election, with the approval of the Board of Directors, a nominating committee of not less than five (5) members. (7-93)

SECTION 2

The nominating committee shall, not less than twenty (20) days prior to the annual election, decide upon and make recommendations to the members in writing, the names of candidates for election. At least two (2) persons must be nominated for each of the following offices: President, four Vice Presidents, Secretary, Treasurer, and State Director (all are members of the Executive Board). (7-93)

SECTION 3

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

SECTION 4

The nominating committee shall select nominees for each expiring Officership and State Director to serve one (1) year. Nominees who shall not have reached 40 years of age on or before the commencement of the term of office (January 1) shall be eligible to hold office. No officer shall be eligible for the same office for more than two (2) consecutive terms. Nominees for President shall have served for one full year on the Millard Jaycees Board of Directors. All nominees for Officership not elected are automatically made nominees for Directorship. (7-93)

SECTION 5

Additional names may be placed in nomination at the time of balloting.

SECTION 6

At the annual election there shall be elected a President, up to four (4) Vice Presidents, a Secretary, a Treasurer, and a State Director; all of whom shall constitute the Officers (or the Executive Board) of the Organization. (11-98)

SECTION 7

To complete the Board of Directors, there shall be elected at the next general membership meeting following the annual election meeting, one Director for each Vice President and up to one Director for every 15 members, as of November 30th membership. Any member in good standing is eligible to nominate these directors. Election shall be determined by those nominees receiving the highest number of votes on the first ballot. (11-98)

SECTION 8

Voting shall be by individuals and no person shall cast more than one (1) ballot. Proxies will not be recognized.

SECTION 9

The annual election of Officers of the Organization shall be held each year at the Annual Meeting.

SECTION 10

Officers and Directors shall take office January 1st, which shall begin the organization's fiscal year. (11-98)

ARTICLE V

MEETINGS

SECTION 1

The Annual Meeting of this organization shall be held every year on the last Wednesday of November. (11-98)

SECTION 2

The organization shall hold membership meetings at least once a mo such dates as may be set.

SECTION 3

Meetings of the Board of Directors shall be held at prearranged dates or at the call of the President. At all meetings of the Board of Directors, 2/3 members shall constitute a quorum. (3-90)

SECTION 4

Special meetings of the membership or the Board of Directors shall be called by the President or by the Secretary at the request of at least 2/3 members of the Board of Directors (3-90)

SECTION 5

Meetings of the organization's general membership shall require at least one- tenth (1/10) of the general membership to constitute a quorum. (9-93)

ARTICLE VI

DUTIES OF OFFICERS

SECTION 1

The President, as Chief Executive Officer of the organization, shall supervise the organization's affairs and activities and shall make an annual report thereon to the members.

SECTION 2

The Vice Presidents shall be responsible for the promotion and execution of the programs and projects of the Millard Jaycees as directed by the President and approved by the Board of Directors at their first fiscal year Board of Directors meeting.

SECTION 3

The Secretary shall give notice of all regular and special meetings and shall keep a permanent record of the minutes of such meetings. The Secretary shall be custodian of all official records of the organization.

SECTION 4

The Treasurer shall issue notices of dues payable and be responsible for the collection thereof, keep books of the organization, disburse funds at the direction of the Board of Directors, and shall report in detail at the General Membership Meetings and at such times as may be directed on the financial condition of the organization.

ARTICLE VII

STATE DIRECTOR

SECTION 1

The State Director shall be the liaison between the chapter and the Nebraska Jaycees and shall be responsible for organizing programs for visitations, reactivations, and extensions.

ARTICLE VIII

COMMITTEES

SECTION 1

The Board of Directors shall determine the committees deemed necessary to fulfill the objective and purpose of the organization. However, the Long Range Planning Committee as outlined in Section 4 of this article, is an on-going committee.

SECTION 2

All committee chairmen shall be secured by the Director in charge of the approved project or program.

SECTION 3

The President shall be an ex-officio member of all committees.

SECTION 4

The Millard Jaycee's Long Range Planning (LRP) Committee shall consist of six voting members. No more than three (3) of these members can currently hold a local Jaycee office. The current chapter President, the Treasurer and the immediate past President (if

possible) shall also serve on this committee in an advisory capacity with no voting power. In order to maintain continuity, the six member committee shall hold office from January 1 to December 31. On December 31, two members of the committee will be replaced by two new members appointed by the current President in September. No member shall serve more than three (3) consecutive years on the LRP Committee. Should any vacancy occur on this committee, that vacancy shall be filled by an appointment of the President. The LRP committee shall meet officially at least once during the months of October or November for the election of next year's committee chairman and for compiling the annual report on Long Range Goals of the organization to be presented at the Annual Meeting. It shall be the responsibility of the current President and/or the current LRP chairman that this meeting is held. A minimum of three other meetings throughout the course of the Jaycee year shall be held. A maximum budget of one hundred (\$100.00) dollars shall be allocated for the LRP committee activities. The LRP committee shall be charged with the following duties and responsibilities: (11-98)

1. Provide a recommendation to the Board of Directors for facilities for storage/office/meetings to house project books, supplies, and functions.
2. Provide continuity of financial responsibilities of the chapter to include possible long-term commitments of corporate sponsorship, real estate leases, life time memberships, etc.
3. Provide recommendations to the Board of Directors and the chapter on structure, policy, and indoctrination.
4. Provide a resource to the Board of Directors for special projects dealing with the Chapter's history and future or otherwise having the scope of more than one (1) year.
5. Provide a working body for making changes to the chapter's Constitution, By-Laws and Published Policy and to update same in the official records held by the Secretary and a special ledger kept by the committee.
6. Administrate funds designated by the Millard Jaycees for long term investment separate from the general Millard Jaycees funds. Investment and expenditure of these funds are to be recommended by the LRP Committee, the Board of Directors, and finally approved by the General Membership at a general membership meeting.

ARTICLE IX

RULES OF ORDER

SECTION 1

Robert's Rules of Order, newly revised, shall govern the proceedings of all meetings of the organization and its constituent parts except as provided by these By-Laws.

ARTICLE X

DELEGATIONS

SECTION 1

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

ARTICLE XI

PRESIDENTIAL SUCCESSION

SECTION 1

If for any reason the Millard Jaycees find that they are without a President the then Chairman of the Board, and if the Chairman of the Board is not available the then Chairman of Long Range Planning shall become the President pro tempore.

When the Presidents absence is determined to be permanent, the then President pro tempore shall open up nominations for the position of President for a period of twenty-five (25) days.

After said twenty-five days, the election shall be held at the next scheduled or special Board of Directors Meeting. Nominations shall be taken from the floor and then closed. The President shall then be elected by a simple majority of the Board of Directors.

If there are more than two candidates for the Office of President, the vote shall eliminate all candidates except the top two vote getters. This shall continue until one candidate receives more than fifty percent (50%) of the votes on any ballot.

The election is to be overseen by four (4) members, two or three of which shall be non-board members, and/or the Chairman of the Board and/or the Chairman of Long Range Planning.

ARTICLE XII

POLICY

SECTION 1

In addition to the Constitution and By-Laws, this organization shall be governed additionally by such policy as may be adopted from time to time by the Board of Directors or voting members of the organization. Policy shall be of two kinds, Published Policy and Annual Policy.

SECTION 2

Published Policy not in conflict with the Constitution or these By-Laws may be adopted, amended or repealed at any time by a majority vote of the voting members at a properly called meeting. Published Policy; however, shall not go into effect until it is published in this organization's monthly newsletter and a copy is turned over to the Long Range Planning Committee to log in the Constitution, By-Law and Published Policy Ledger.

1) "Millard Jaycees Dues Assessment" can only be amended by a two-thirds (2/3) majority vote of the members present at any regular or special meeting provided that written notice of the proposed policy change has been mailed to the last known address of each member with the official publication or by a special mailing 30 days prior to the meeting.

SECTION 3

Annual Policy not in conflict with the Constitution or these By-Laws or Published Policy may be adopted, amended or repealed at any time by two-thirds (2/3) vote of the Board of Directors or a majority vote of the voting members at a properly called meeting. Annual Policy is automatically rescinded at the beginning of each fiscal year.

ARTICLE XIII

AMENDMENTS

SECTION 1

The By-Laws may be amended by two-thirds (2/3) vote of the members present at a regular or special meeting provided that written notice of the proposed amendments has been mailed to the last known address of each member with the official publication or special mailing 30 days prior to the meeting. (11-98)

THE MILLARD JAYCEES PUBLISHED POLICY

ARTICLE I

PLAN OF ACTION

SECTION 1

One month prior to the start of the new year, a statement shall be published in the official publication of the Millard Jaycees requesting input from the General Membership concerning the upcoming year's budget and plan of action. The newly elected board shall draft a plan of action and a budget to be approved by a simple majority of the members present at the January General Membership Meeting. A written copy of the proposed budget and plan of action shall be available one half hour prior to that meeting. (11-98)

ARTICLE II

LIFE MEMBERSHIPS

SECTION 1

Life Membership is given to a local member in recognition of outstanding service to our Community. It shall be the highest local award bestowed upon a local member. They shall be entered into the honor rolls of the Millard Jaycees. This award shall be given by the Long Range Planning Committee from recommendations submitted by the membership, and shall be approved by a meeting of all previous life members who are able to attend.

ARTICLE III

DUES

SECTION 1

Local Millard Jaycees dues assessment shall be \$2.50 per member. (3-92)

ARTICLE IV

CHAIRMAN'S PLANNING GUIDE

SECTION 1

The first seven questions of a new project must be submitted to the Board of Directors for approval. (3-90)

ARTICLE V

MONEY EXPENDITURE

SECTION 1

Determination for Community Donation expenditures of monies collected by the Millard Jaycees through Ways and Means projects shall be brought to and voted on by the membership at a general membership meeting. (4-91)

ARTICLE VI

SENATORSHIPS

SECTION 1

A Senatorship is an international award given by the local chapter for a minimum of five (5) years of Jaycee dedication. This is the highest award a Jaycee may receive. A committee is appointed by the current year Millard Jaycee President to accept nominations (if any) and to recommend nominee(s) to the President to receive this award. The current President can accept or reject these nominations; however, all nominees must be approved by committee. This committee shall consist of three (3) current Millard Jaycee members and three (3) current Millard Jaycee Senators. This committee will be appointed no later than February of the current year. This committee will serve a term that runs from February 1 through January 31st. (11-98)