

**BY-LAWS
CLINTON JAYCEES
CLINTON, IOWA**

ARTICLE I

NAME: The name of this Corporation shall be “The Clinton Jaycees”.

ARTICLE II

AFFILIATIONS: This Corporation shall maintain active membership in the Iowa Jaycees, the United States Jaycees, and the Jaycee International.

ARTICLE III

PURPOSE: This Corporation shall be a non-profit corporation, organized for civic service through the organized efforts of the young people of the community to promote the welfare of the community and its citizens through active, constructive projects. It shall be the further purpose of this corporation to provide the young people constituting its membership training in leadership and civic consciousness to better their usefulness as citizens.

CREED: We believe:
That faith in God gives meaning and purpose to human life;
That the brotherhood of man transcends the sovereignty of nations;
That economic justice can best be won by free men through free enterprise;
That government should be of laws rather than of men;
That earth’s great treasure lies in human personality;
And that service to humanity is the best work of life.

ARTICLE IV

MEMBERSHIP:

Section A – Membership in this corporation shall consist of the following four classes: Active Membership, Associate Membership, Honorary Membership, and Life Membership.

Section B – Active Membership: Any young person of good character between the ages of twenty-one (21) and forty (40) years, inclusive, is eligible for active membership. An

active member will “age out” of active membership upon his/her renewal date that occurs at age forty-one (41). Only active members in good standing may vote or hold office.

Section C – Associate Membership: Any active member whose membership ceases by reason of attaining the age of forty-one (41) years, and who has been a member in good standing of any Jaycee Chapter for the year preceding the date of his/her ceasing to be an active member who desires to retain membership in this corporation shall be eligible to an Associate Membership.

Section D – Honorary Membership: Honorary Membership may be conferred on any person or persons as may be deemed worthy of such honor by a two-thirds (2/3) vote of the Board of Directors. Honorary Members may not hold office or vote in the Corporation. An appropriate certificate shall be issued.

Section E – Life Membership: Any Associate Member or past President who is eligible for Life Membership in accordance with and under the provisions of Section C of Article V. An appropriate certificate shall be issued.

ARTICLE V

FEES & DUES:

Section A – The dues for Active Membership shall be fifty dollars (\$50) per year, and Associate Membership dues twenty-five dollars (\$25) per year, payable annually in advance.

Section B – Honorary members shall not be required to pay dues, but shall be informed of all chapter functions.

Section C – Any Associate Member shall be entitled to acquire Life Membership by paying, at the age of forty-one (41), four (4) years associate dues in advance. Life Members shall be informed of all chapter functions. Any past President attaining the age of forty-one (41), shall be entitled to a Life Membership free and immune from the payment of dues.

ARTICLE VI

OFFICERS: The officers of this Corporation shall be: President, Administrative Vice President, Internal Vice President, External Vice President/State Director, Secretary, Treasurer, and Chairman of the Board (who shall be the immediate past President). Other than Chairman of the Board, these officers shall be elected by, from, and among the Active Membership of this Corporation, and shall hold office for a period of one (1) year. Other than Treasurer, no officer shall be eligible to more than one consecutive term in the same office. There shall be a minimum of two (2) Directors plus one (1) additional Director for every ten (10) members over

twenty (20) or a fraction thereof. Fifty percent (50%) of the members of the Board shall constitute a quorum for the Board of Directors.

Section A – Duties of the President: The president as Chief Executive Officer, shall supervise the organization's affairs and activities. He/she shall preside at all meetings, and appoint committees, as deemed necessary. With the assistance of the Board of Directors, he/she shall prepare a plan of action and budget (for operations between March 1st of his/her term and March 1st of the following term) for adoption by March 1st of each year. The President shall establish a personal contact with all members. He/she shall be required, with the Secretary, to sign all written contracts and obligations of the Corporation. He/she shall be required, with the Treasurer, to sign all bank drafts of the Corporation. An area of focus of the President shall be Leadership Training. Should the President be unable to carry out his duties he shall temporarily or permanently be succeeded in the following order: 1) Administrative Vice President, 2) Internal Vice President, 3) External Vice President/State Director.

Section B – Administrative Vice President: The Administrative Vice President shall perform the duties of the President in his absence. The Administrative Vice President will cooperate and maintain contact with the project directors and coordinators. Areas of responsibility shall include: Officers' Planning Guides, Project Coordinators' Planning Guides, and submission of Reports (budgets and other communications).

Section C – Internal Vice President: The Executive Officer in charge of all internal related project committees. Areas of responsibility shall include membership recruitment, orientation, activation, retention and recognition (awards); maintaining a complete and accurate membership roster; billing and collecting membership dues, and reporting membership activity to the Regional Jaycees as required.

Section D – External Vice President/State Director: The Executive Officer in charge of all project marketing and public relations. Areas of responsibility shall include Community Improvement and Involvement. He/she will recommend and support only those projects which will keep the chapter in a favorable light within the community. He/she will be the active liaison with both the Regional and State of Iowa Jaycees. As such – related activities will include reporting on State and Regional meetings and upcoming projects, organizing chapter visitations and extensions, and encouraging participation in State and Regional activities.

Section E – Secretary: The Secretary shall be the official record keeper and correspondent of the chapter. Areas of responsibilities shall include keeping and preserving accurate minutes of all general membership and board meetings, keeping and preserving attendance rosters of all general membership and board meetings, and assisting the President in preparing meeting agendas. Publication and distribution of a quarterly Newsletter is a function of the office of Secretary,

Section F – Treasurer: The Treasurer shall strongly encourage the maintenance of good financial structure. Areas of responsibilities shall include: Keeping account of all receipts and disbursements of chapter moneys, providing a written quarterly financial report for the chapter, maintaining a list of chapter assets, and ensuring all active members are in good standing with the State Corporation.

Section G – Director: The Directors of the Board shall be the executives in charge of overseeing project implementation. The Directors of the Board, along with the officers shall provide the chapter with responsible leadership. The responsibilities of the directors include: Encouraging and recommending members for project coordinators, and assisting and cooperating with project coordinators in project implementation.

Section H – A majority vote of the Board shall have the power to over-rule or modify the action of any officer of the Corporation.

Section I – If for any reason an elected executive position is vacated during a term of office, the Board shall fill the vacated position by following the procedures detailed in Article VIII of these By-Laws. The newly elected official will serve out the remainder of the vacated term.

Section J – The Board shall determine the time and place of all meetings.

Section K – In the transaction of business, the President shall vote only in the event of a tie.

ARTICLE VII

REMOVAL FROM OFFICE: Section A – Any officer or director not attending three (3) regular consecutive Board of Directors meetings, without valid reason, shall be automatically relieved of his/her office and the Board of Directors shall fill that vacancy in accordance with the policy of this organization.

ARTICLE VIII

NOMINATIONS: Section A – Only Active Members are eligible for nomination. The offices of President, Administrative Vice President, Internal Vice President, External Vice President/State Director, and Treasurer must be occupied by a person who has been an Active Member of the Clinton Jaycees for no less than two (2) years. The offices of Secretary, and any Directors must be occupied by a person who has been an Active Member of the Clinton Jaycees for no less than one (1) year. Furthermore – No active member shall attain the office of President without first having served at least one full term on the Board of Directors of the Clinton Jaycees.

Section B – The first meeting in the month of October will be designated as Nomination Night. The President and Board of Directors will make it widely known to all Active Members that this special meeting will be upcoming, in order to encourage a strong turnout of potential nominees. Nominations will only be accepted on this night.

Section C – The President will open the floor to nominations in the following order – 1) President, 2) Administrative Vice President, 3) Internal Vice President, 4) External Vice President/State Director, 5) Treasurer, 6) Secretary, 7) Directors. It is recommended that nominations will continue until at least two (2) nominees accept nominations for each board position. The Secretary will record all accepting nominees and be responsible for creation of ballots for Election Night. If a nominee can not be present on this Nomination Night, the Secretary will be charged with confirming acceptance by the nominee before a ballot is created. A final ballot will be displayed at the next general meeting of Active Members.

ELECTIONS: Section D – Only Active Members are eligible to vote. At the annual election, there shall be no voting by proxy and only those members personally present at the meeting at which such election takes place shall be eligible to vote.

Section E – The first meeting in the month of November will be designated as Election Night. The President and Board of Directors will make it widely known to all Active Members that this special meeting will be upcoming, in order to encourage a strong turnout of potential voters.

Section F – Each office will have a separate ballot, and voting will proceed in the following order – 1) President, 2) Administrative Vice President, 3) Internal Vice President, 4) External Vice President/State Director, 5) Treasurer, 6) Secretary, 7) Directors. Candidates for each office will be given a maximum of five (5) minutes to make a speech prior to ballots being handed out for the office that they are seeking.

Section G – In the event of a tie, the candidate having been an active member in good standing for the longest time will assume the position.

Section H – As positions have been filled, those candidates defeated in election are eligible to be placed on ballots for any open board positions remaining during that Election Night. Those candidates may opt in for any particular remaining election if they so choose.

Section I – Any member elected to office in this Corporation before reaching age forty-one (41) may continue to serve in that elective office until his/her term of office expires, and shall be carried as an active member regardless of the fact that such officer might have exceeded the Active Member age limit of forty (40).

Section J – The term for officers and directors of this corporation shall begin after the installation ceremony during the first general membership meeting of the new calendar year.

ARTICLE IX

MEETINGS: Section A – The regular meetings of the corporation shall be held on the second and fourth Wednesdays of each month. Said meetings shall be held at a time and at a place to be determined by the Board of Directors.

Section B – The Board of Directors shall meet on the second and fourth Wednesdays of each month or at such times as is deemed appropriate; Provided that at least one board meeting is held during any given month.

Section C – Special membership meetings may be called by the Board of Directors or by the President at such times as they deem appropriate.

Section D – Quorum: An attendance of twenty (20) percent active members shall constitute a quorum at any meeting of the members.

ARTICLE X

RULES OF ORDER: Robert's Rules of Order shall govern the proceedings of all meetings, except as otherwise provided in the Articles of Incorporation and the By-Laws of the Corporation.

ARTICEL XI

AMENDMENTS: Section A – Amendment or repeal to these By-laws may be proposed either by a resolution of the Board of Directors or by resolution submitted by ten (10) percent of the members of this Corporation. Such resolution shall state the extent and exact location of the amendment with a statement of the matter to be stricken out, if any, the matter to inserted, if any, and the text of the section proposed to be amended.

Section B – Upon the proposal of any amendment by either of the methods in Section A, it shall be the duty of the Secretary to notify each active member in good standing of said proposed amendment and of the date of the regular meeting at which such amendment will be considered by the active members of the Corporation. Such notice shall contain a brief statement of the nature of the amendments or amendment to be submitted the members.

Section C – Any amendment of these By-laws shall become effective on a majority vote of the active members in good standing in attendance at such regular meetings.

Section D – Any article or section of these By-laws may be suspended by a two-thirds (2/3) vote of active members in good standing in attendance at a regular membership or board meeting. No notice need be given for such suspension. Suspension shall remain in effect for a specified time, but not to exceed the term of the administration in office at that time.

TREASURER'S RESPONSIBILITIES

- Keep the bank accounts for the chapter
- Keep the checking accounts in order and prepare the monthly bills to be paid
- Attend all membership and board meetings and prepare the balance to be discussed at each meeting
- Prepare a written evaluation of annual progress for year-end books

SECRETARY'S RESPONSIBILITIES

- Attend all membership and board meetings and keep notes from each
- Prepare to give the minutes from the following meeting
- Prepare the Chapters call list and keep it up to date as to any changes or additions
- Oversee the completion of a staff to prepare a monthly Newsletter for the Chapter
- Prepare a written evaluation of annual progress for year-end books

PUBLIC RELATIONS DIRECTOR'S RESPONSIBILITIES

- Coordinate with the External Vice President to promote the betterment of the Chapter's image
- Collect all articles published in State or Local News for a Chapter year-end Public Relations Book
- Contact News Dept. when a project is taking place and be sure that pictures and articles are ready
- Attend all membership meetings and assist in the promotion of the Chapter

MEMBERSHIP CHAIRMAN'S RESPONSIBILITY

- Promote chapter growth through the assistance of the Internal Vice President
- Conduct membership drives
- Work with the Secretary to keep the membership list in order
- Send in the billing for new members
- Attend all membership meetings

INTERNAL VICE PRESIDENT'S RESPONSIBILITIES

- Develop and conduct a member survey to determine the needs and desires of each member and the pro's and con's of the management structure of the Chapter
- Develop a plan of action based on the membership survey
- Coordinate the selection and training of each project chairman for internal projects with the Project Director
- Provide the training for Personal ID Programs for the Chapter
- Provide guest speakers for special Jaycee meetings
- Coordinate social activities for Chapter (i.e.) - Steak frys, Stag Nights, Membership Drives
- Coordinate with appointed membership chairman a plan of action for Chapter growth
- Promote inner club growth
- Provide a written evaluation of annual progress for year-end books

EXTERNAL VICE PRESIDENT'S RESPONSIBILITIES

- Develop and conduct a community survey to determine the needs and wants of the community
- Develop a plan for action based on the community survey

-Oversee the selection and training of Project Chairman for all external projects with the Project Director

-Provide monthly activities for Newsletter

-Select and appoint a Public Relations Director and assist him in his duties

-Provide a written report of evaluation for year-end books

-Attend all membership and board meetings

-Promote membership growth

CHAIRMAN OF THE BOARD'S RESPONSIBILITIES

-Provide any assistance to the Chapter by past experience and guidance

-Attend membership and board meetings

-Attend all projects and activities

-Promote membership

-Provide a written evaluation of annual progress for year-end books

ADMINISTRATIVE VICE PRESIDENT'S RESPONSIBILITIES

-Attend all membership and board meetings

-Attend all projects and activities

-Promote membership/chapter

-Act as President's assistant to conduct meetings if President is unable to attend

-Provide a written evaluation of annual progress for year-end books