

GREATER WALDORF JAYCEES CONSTITUION

ARTICLE I – NAME

SECTION 1: The official name of this organization shall be the Greater Waldorf Jaycees, Inc.

SECTION 2: The principal office of this organization shall be located in Charles County, Maryland.

ARTICLE II – AFFILIATION

SECTION 1: This organization shall be and hereby is affiliated with the Maryland State Jaycees, United States Jaycees, and Junior Chamber International, and is subject to the Constitution and By-Laws of these bodies insofar as they affect and prescribe the function of local Jaycee organizations and are not in conflict with this organization's Constitution.

ARTICLE III – PURPOSE

SECTION 1: This organization shall be a non-profit organization for educational and charitable purposes to: a) Promote personal growth and development of young persons in the Waldorf area and to serve as a supplementary educational institute providing them with the opportunity for leadership, development and achievement; b) Promote and provide civic service through constructive action by young persons for their community, state, nation, and world; c) Develop true friendship and understanding among all young persons of all races, creeds, and nationalities.

ARTICLE IV – MEMBERSHIP

SECTION 1: Any young person between the ages of twenty-one (21) and forty (40) both inclusive shall be eligible for regular membership in this organization.

SECTION 2: Honorary membership may be extended to any person that this organization deems worth of that honor.

SECTION 3: Corporate membership may be granted to a business or other organization that wishes to assist financially in extending the purpose of this organization.

ARTICLE V – GOVERNMENT

SECTION 1: The Government of this organization shall be vested in a Board of Directors consisting of: the Immediate Past President, Local Directors and the officers, these officers being President, Management Development Vice President, Community Development Vice President, Membership Development Vice President, Individual Development Vice President, State Director, Secretary and Treasurer.

SECTION 2: Each vested member of the Board of Directors shall be entitled to one vote on any question before the Board of Directors.

ARTICLE VI – AMENDMENTS

SECTION 1: This constitution may be amended by two-thirds (2/3) vote of the members present at any General Membership Meeting, provided that written notice of proposed amendment or amendments has been sent to the last known address of each member at least ten (10) days prior to such meeting.

SECTION 2: Written notice shall include either:

- a. Correspondence sent by first class ordinary mail to the address currently listed on the records of this organization; or
- b. Correspondence sent by electronic mail to an e-mail address currently listed on the records of this organization, if applicable;
- c. Members shall have the choice how they would prefer to receive written notification of by law changes.

GREATER WALDORF JAYCEES BY LAWS

ARTICLE I – MEMBERSHIP

- SECTION 1: All applications for regular membership must be sponsored by a regular member in good standing and all such applications must be accepted by a majority vote of members present at a general membership meeting, board meeting, M-night or special scheduled chapter meetings.
- SECTION 2: A regular member in good standing is any member who is not in conflict with the provisions of this organization's Constitution and By-Laws.
- SECTION 3: All applications for regular membership must be in writing and must be accompanied by dues in advance for one year, forty-five dollars (\$45.00).
- SECTION 4: A. Honorary Membership shall be for a life term and shall not be subject to dues. An Honorary Member may not hold office or vote. An Honorary Membership may be proposed by a regular member in good standing to the General Membership and must be accepted by two-thirds (2/3) majority vote of members present at a general membership meeting.
- B. Upon payment of \$1.00 annually, Honorary Members shall be entitled to receive the Greater Waldorf Jaycees, Inc. publication.
- SECTION 5: Any regular member in good standing may submit a candidate for lifetime member. The general membership may confirm a Lifetime Membership by two-thirds (2/3) vote of the membership meeting. A Lifetime Member may not hold office or vote.
- SECTION 6: A. Corporate Membership may be granted annually to a business or other organization that wishes to assist financially in extending the purpose and functions of this organization. Any regular member in good standing may propose a Corporate Member in writing to the Board of Directors of this organization, and such application must be accompanied by an annual fee of one hundred fifty dollars (\$150). The Board of Directors of this organization must vote in the affirmative by a majority in order to confer a Corporate Membership.
- B. A Corporate Member of this organization may not hold office or vote.
- C. A Corporate Member shall be entitled to one copy of each official publication of the Greater Waldorf Jaycees.
- D. Corporate Members shall be entitled to three individual memberships per year at no additional cost. Corporate members may purchase additional individual membership at the reduced rate of \$40 per member.
- SECTION 7: A. Associate Membership is granted all regular members when they reach the age of 41. No one over the age of 41 will be recruited for regular membership. All current Associate Members of this organization are deemed in good standing for purposes of Associate Membership.
- B. Associate Members of this organization may not hold any elected position. Associate members are however encouraged to Co-chair projects and become a mentor to newer members.
- C. Associate Members in good standing will have the same voting privileges as any of the regular members.

ARTICLE II – DUES

- SECTION 1: The annual dues for new regular members of the organization shall be forty-five dollars (\$45.00) and the renewal shall be forty dollars (\$40.00).
- SECTION 2: Associate dues shall be twenty dollars (\$20.00) per year.
- SECTION 3: Corporate member dues shall be one-hundred fifty dollars (\$150.00) per year.
- SECTION 4: Notice of dues owing shall be given by the Treasurer or Designate at least fifteen (15) days prior to the expiration of current membership.
- SECTION 5: Any regular member whose dues are not paid for by the due date shall automatically cease to be a member.
- SECTION 6: All dues shall be paid on or before the annual election.

ARTICLE III – GOVERNMENT

- SECTION 1: A. This organization's fiscal year shall be Jan. 1 to Dec. 31.
- B. A proposed Plan of Action / Budget for chapter activities and projects occurring during the upcoming fiscal year shall be presented by the incoming President and Board of Directors for modification and approval by the membership at the January meeting of the general membership.
- C. The Plan of Action / Budget may be amended by a majority vote of the Board of Directors at any time.
- SECTION 2: The government and management of this organization shall be vested in the Board of Directors, subject to the will of the membership.
- SECTION 3: Funds of this organization may be withdrawn from the bank or banks with which they are on deposit by the signature of the Treasurer, or President, up to one hundred dollars (\$100.00). Any withdraws in excess of one hundred dollars (\$100.00) must have the joint signatures of the President and Treasurer and/or the Management Development Vice President. New disbursements outside of the Plan of Action over \$500 must be approved by the Board of Directors. Notification to the general membership shall be given at the next regularly scheduled membership meeting.
- SECTION 4: A vacancy in the office of the President shall be filled by the Management Development Vice President or the Community Development Vice President if the Management Development Vice President is unavailable, until a special election is called by the Secretary within thirty (30) days after such vacancies occur. Vacancies in the Board of Directors or in any office other than President shall be by an appointment by the President, confirmation by Board of Directors is not necessary. Such appointees will serve for the duration of the term of the individual being replaced.
- SECTION 5: The Legal Counsel, Chaplain and Parliamentarian shall be appointed by the President. These appointments shall be reported to the membership during the first two (2) months of the administration.
- SECTION 6: No formal contract can be entered into, for and on behalf of this organization without its prior submission to the Legal Counsel and approval of the Board of Directors.

- SECTION 7: Any member of the Executive Board of Directors who misses two (2) consecutive regularly scheduled board or general membership meetings, and/or fails to notify the President prior to these meetings, may be removed from office for just cause by a vote of 2/3rds of the Board of Directors.
- SECTION 8: The President of this organization who misses two (2) consecutive regularly scheduled Board or general membership meetings and fails to notify the Management Development Vice President with just cause can be removed from office by a two-thirds (2/3) majority vote of the Board of Directors. The President may also be removed for moral or legal misconduct or breach of fiduciary duty. A 2/3rds majority vote of the Board of Directors shall be determinate on this issue.
- SECTION 9: Any member who displays misconduct to these By-Laws and policies or for due cause show, may have his membership revoked or suspended by an affirmative two-thirds (2/3) vote of the Board of Directors at any Board Meeting. Revocation or suspension of any regular member must be in writing to said member within fifteen (15) days, by the President, as to why his membership was suspended or revoked. Said affected members have the right to protest at a special committee to be made up of five (5) Past Presidents set up by the President, within thirty (30) days from the date revocation or suspension took effect. A simple majority shall affirm or reverse the decision to revoke or suspend membership.

ARTICLE IV – ELECTIONS

- SECTION 1: The Annual Election meeting of the organization shall be held in October and notice of such meeting shall be mailed to each member at the last known address at least ten (10) days prior thereto.
- SECTION 2: The Secretary shall notify the membership in writing not less than ten (10) days prior to elections of all declared candidates and the office they seek.
- SECTION 3: All candidates for office must be placed in nomination by a motion and a second from the floor.
- SECTION 4: All candidates for office must be members in good standing.
- SECTION 5: At the annual elections there shall be elected a President, a State Director, a Management Development Vice President, and Community Development Vice President, a Membership Vice President, a Secretary and a Treasurer, all of whom shall constitute the Executive officers of this organization and Directors, the number as deemed necessary by a current Plan of Action. No officer can hold the same office for two (2) full, consecutive terms.
- SECTION 6: No member shall be eligible to vote at the annual elections unless they are a member in good standing and owing no monies.
- SECTION 7: The annual election shall be conducted by the Credential Committee, which shall consist of five (5) members and shall be appointed in accordance with Article VII, Section 1 of the By-Laws. This special committee shall determine the eligibility of all voting members as provided for in Section 5 of this Article. All eligible voting members must be present at the time to cast their secret ballot and shall only cast one (1) vote per ballot. No member of the Credentials Committee shall be a candidate for office.
- SECTION 8: Elected officers and directors shall take office January 1.

ARTICLE V – MEETINGS

- SECTION 1: The Chapter shall hold regular monthly membership meetings on the fourth Monday of each month unless otherwise ordered by the President. A quorum shall consist of 20% of the organization's membership or 25 members (whichever is less).
- SECTION 2: Regular meetings of the Board of Directors shall be held on the second Monday of each month unless otherwise ordered by the President. At all meetings of the Board of Directors, 50% of the total board or two-thirds (2/3) of the Executive Board of Directors shall constitute a quorum.
- SECTION 3: Special meetings of the General Membership or of the Board of Directors may be called by the President, or in his absence, the Management Development Vice President. Such meetings may also be called by the Secretary at the request of a majority of the Board of Directors with two (2) days notice given to the General Membership for a special General Membership Meeting.

ARTICLE VI – DUTIES OF OFFICERS

- SECTION 1: The President, as chief executive of this organization, shall supervise the organization's affairs and activities and shall give an annual report thereon to the members at the annual installation and awards meeting. He shall also be a representative of this organization on the Board of Directors of the Maryland Jaycees and vote in accordance with their By-Laws on matters that come before it.
- SECTION 2: The Management Development Vice President shall preside at meetings at the direction of or in the absence of the President; he shall work with the President and be responsible for all internal affairs of this organization.
- SECTION 3: The Community Development Vice President shall work with the President and be responsible for all community development affairs of this organization.
- SECTION 4: The Individual Development Vice President shall work with the President and be responsible for all individual development affairs of this organization.
- SECTION 5: The Membership Vice President shall work with the President and be responsible for membership development affairs of this organization.
- SECTION 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 the custodian of all official records of the organization, unless otherwise provided for in these By-Laws.
- SECTION 7: The Treasurer shall issue notice of dues payable, be responsible for the collection thereof, and keep the books of the organization. Funds will be disbursed as provided for in Article III, Section 1 of these By-Laws. The books of this organization shall be independently audited within 6 weeks after the close of the prior year (Feb 15th).
- SECTION 8: The State Director shall act as liaison between this organization and/or other local organizations, the Maryland Jaycees, the United States Junior Chamber, and Junior Chamber International. He shall be this organization's other representative on the Board of Directors of the Maryland Jaycees and vote in accordance with their By-Laws on matters that come before it.
- SECTION 9: Each local director shall be responsible for managing a programming area designated by the President and the Board of Directors. The local director will recruit and assist project chairpersons, and will monitor the progress of individual projects. The Director will be responsible for compiling all CPGs and completing their programming entries to the State. The Director will also attend all Board and Membership meetings, and will perform additional duties as assigned by the President.

ARTICLE VII – COMMITTEES

- SECTION 1: The Board of Directors shall determine the committees deemed proper and necessary to fulfill the object and purpose of the organization. The credentials committee shall consist of past executive board members who are in good standing and are appointed by the current president.
- SECTION 2: The President, when he deems necessary, and subject to the approval of the Board of Directors, may appoint special committees to serve this organization.
- SECTION 3: All project committee chairmen shall be appointed by the President subject to the approval of the Board of Directors. All other members of the committees shall be chose at the discretion of the committee chairman.
- SECTION 4: The President shall be an ex-officio member of all committees. The Management Development Vice President shall be an ex-officio member of all Management Development committees. The Community Development Vice President shall be an ex-officio member of all Community Development committees. The Individual Development Vice President shall be an ex-officio member of all Individual Development committees. The Membership Development Vice President shall be an ex-officio member of all Membership Development committees.

ARTICLE VIII – ROBERT’S RULES OF ORDER

- SECTION 1: The most up-to-date edition of Robert’s Rules of Order shall govern the proceedings of all meetings for the organization and its constituent parts, except as otherwise provided for by its Board of Directors.

ARTCILE IX – DELEGATIONS

- SECTION 1: The President and State Director shall represent this organization as members of the Board of Directors of the Maryland Jaycees. They shall attend all Board Meetings and vote as they see fit on any matter that comes before that body. They may appoint alternates in accordance with Article XVII, Section 7a of the Maryland Jaycees By-Laws.
- SECTION 2: At General Membership meetings of the Maryland Jaycees, the delegation has the right to caucus and discuss each issue or candidate that comes before such a General Membership meeting. The actual voting shall be done by this organization’s official representatives as provided in Article XI of these By-Laws.
- SECTION 3: At all other meetings, conventions, and assemblies, this organization may be represented by all members present at the time of balloting and shall cast their allotted votes as prescribed in that body’s Constitution and By-Laws. This organization’s members present at such conventions, meetings or assemblies may caucus and discuss such issues and candidates that come before it before casting their ballot.

ARTICLE X – AMENDMENTS

- SECTION 1: These by-laws may be amended by a two-thirds (2/3) vote of those present at any General Membership Meeting, provided that written notification of such amendments has been sent to all regular members at least fifteen (15) days prior to such a vote.

ARTICLE XI – POLICY

- SECTION 1: Internal Policy – Any regulations adopted by this corporation for the definition or amplification of its Constitution and/or By-Laws shall be known as internal policies. All such policies shall deal with the management of said corporation and may not be in direct conflict with its Constitution or By-Laws, nor those of the Maryland Jaycees or the United States Junior Chamber. Internal Policy may be adopted by a two-thirds majority vote of those present at any regularly scheduled Membership Meeting, upon notification of all members not less than ten (10) days prior to such meeting of a proposed change in internal policy.
- SECTION 2: External Policy – Any regulations adopted by this corporation pertaining to its attitudes on public affairs of local, state or national character shall be known as external policies. All such policies shall be adopted by a two-thirds (2/3) vote of those present at any regular scheduled Membership Meeting, upon notification of all members not less than ten (10) days prior to such a meeting of a proposed change in external policy.
- SECTION 3: Duration – All policies, internal or external, shall be binding to the corporation until such time as they are deleted or amended as prescribed in Section 4 of this article.
- SECTION 4: Amendments – Any existing policies, internal or external, may be amended or deleted by a two-thirds (2/3) vote of those present at any regularly scheduled Membership Meeting, upon notification of all members not less than ten (10) days prior to the vote of a proposed change.
- SECTION 5: Notification – Upon adoption of any policies, internal or external, written notification of same must be issued to all members no later than thirty (30) days thereafter.

ARTICLE XII – GENDER

- SECTION 1: All gender references in these by laws shall encompass both the male and the female genders.