**McHenry Area Junior Jaycees**

**Chapter Bylaws**

**Article I – Name**

Section 1: The name of this organization shall be the McHenry Area Junior Jaycees.

Section 2: The chapter shall be located in the City of McHenry, Illinois, located at this address- PO Box 163 McHenry, IL 60050 – or at such other location to be determined at the discretion of the President.

**Article II – Affiliation**

This organization shall be and hereby is affiliated with the Region One Junior Chamber, Illinois Junior Chamber, The United States Junior Chamber, Junior Chamber International, and is subject to the Bylaws and Policies of these bodies insofar as they affect and prescribe the function of local Junior Chamber chapters.

**Article III – Purpose**

The purpose of this organization shall be to provide young persons training through leadership and to instill civic consciousness to better promote the welfare of the community and its citizens through active, constructive projects.

**Article IV – Membership**

Section 1: Any young person of good character between the ages of 12 and the renewal date after their 18th birthday, both inclusive, is eligible for active membership in this organization with full privileges thereof.

Section 2: All applications for membership must be in writing and sponsored by a member in good standing. Applications must be accepted by a majority vote of the Board of Directors. All applications must be complete with parental signature of consent.

Section 3: Active membership shall cease on the member's Anniversary Date following his or her 41st birthday. At the time of a member’s 18th birthday a Junior Jaycee will be eligible for membership of Jaycee’s, ending active membership in Junior Jaycees.

**Article V – Dues**

Section 1: The individual member's Anniversary Dues Date shall be the month in which the member's original dues for membership are submitted to the Illinois Junior Chamber.

Section 2: The annual dues amount for regular members is set by the Board of Directors and is payable on or prior to the individual member's Anniversary Dues Date on record with The McHenry Area Junior Chamber. Upon failure to pay the amount when due, all rights and privileges of the individual member are terminated.

**Article VI – Government**

Section 1: The government of this organization shall be vested in a board of Directors consisting of the officers and the immediate Past President. Said officers shall be President, Internal Vice President, External Vice President, Administrative Vice President, Ambassador, and a male and female Mentor from the McHenry Area Jaycees.

Section 2: The Board of Directors shall have control of the property and management of the organization, subject to the will of the General Membership. Funds of the organization shall be withdrawn from the bank or banks with which they are on deposit by the joint signature of the President and the Administrative Vice President.

Section 3: Should a vacancy occur in any office, the President or highest ranking officer shall appoint a replacement subject to the approval of the General Membership. The appointment shall serve the remainder of the term.

**Article VII – Meetings**

Section 1: The annual election meeting of the organization shall be held in November of each year, 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 organization shall hold a General Membership meeting at least once a month. Twenty-five (25) percent of the membership shall constitute a quorum.

Section 3: Meetings of the Board of Directors shall be held at prearranged dates or at the call of the President. For all meetings of the Board of Directors, a majority shall constitute a quorum.

Section 4: Special meetings of the General Membership or of the Board of Directors shall be called by the President or by the Administrative Vice President at the request of at least two (2) members of the Board of Directors.

**Article VIII – Elections**

Section 1: Not less than thirty (30) days prior to the annual election, during the general membership, the floor will be opened for nominations presented by all Junior Jaycees in good standing, as well as the McHenry Area Jaycees Mentors of the Junior Jaycees.

Section 2: No president shall be eligible for the same office two (2) consecutive terms.

Section 3: Names may be placed in nomination at the time of balloting providing eight (8) members, or then (10) percent of the members of the organization, whichever is greater, sign a petition requesting another name to be added.

Section 4: At the annual election, there shall be elected, in order, (2) Mentors, a President, Internal Vice President, External Vice President, Administrative Vice President, and Ambassador, all of whom shall constitute the officers of the organization.

Section 5: Officers and Directors shall assume their duties on January 1.

**Article IX – Duties of Officers**

Section 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. The President shall be the organization's primary representative at United States Junior Chamber functions.

Section 2: The External Vice President shall work with the President on such affairs of the organization and the programs and projects for community involvement. They shall also work with the President on such affairs of the organization and the programs/projects for membership recruitment, orientation, activation and retention.

Section 3: The Internal Vice President, who shall preside over General Membership Meetings in the absence of the President, shall also work with the President on such affairs of the organization and the programs/projects for personal development of the individual members. They shall also work with the President such affairs as membership management, fundraising, and public relation.

Section 4: The Administrative Vice President shall issue notices of dues payable and be responsible for the collections thereof, and shall keep the books of the organization. The Administrative Vice President shall prepare monthly financial reports and a final report for audit by his or her successor. The Administrative Vice President shall also be responsible for legal documents of the chapter. They shall also give notice of all regular and special meetings and shall keep a permanent record of the minutes of such meetings. The Administrative Vice President shall be custodian of all official records of the organization, including the newsletter and other communications.

Section 5: The Ambassador shall be the chapter liaison between other local chapters, the region, and the state and national Junior Chambers and shall promote current and upcoming functions of interest. The Ambassador shall be the organization's secondary representative at United States Junior Chamber functions. The Ambassador will also be present as a representative to all McHenry Area Junior Chamber functions.

Section 6: The Mentors shall be the overseers of the Junior Jaycees in all functions. The Mentors shall be the advisors of the Junior Jaycee General Membership and the Board of Directors. The Mentors shall be responsible for maintaining order at Junior Jaycee functions. The Mentors shall act as the legal representatives of the Junior Jaycees.

**Article X – Removal from Office**

Section 1: 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 procedures:

A. A petition stating the charge shall be filed with the Admin VP and signed by two-thirds (2/3) of the Board of Directors or by one-half (1/2) of the General Membership.

B. The Admin VP shall notify each member at least twenty (20) days before the question is placed on a General Membership meeting agenda.

C. Said officer or director shall be permitted written notice of the charge twenty (20) days before the question is to be placed on a General Membership meeting agenda.

D. The petitioners shall present their case first, said officer of director shall be heard second, and the vote shall be taken third. Two-thirds (2/3) of those voting shall be necessary to remove said officer or director from office. A quorum must be present at this meeting.

Section 2: Should the said officer be the Administrative Vice President, the Internal Vice President shall receive and distribute the petition. Should the said officer be the President, the Internal Vice President shall preside during the removal proceedings.

Section 3: No removal proceedings shall be based more than once on the same evidence.

**Article XI – Committees**

Section 1: The Board of Directors shall determine the committees deemed proper and necessary to fulfill the object and purpose of the organization.

Section 2: The President, subject to the approval of the Board of Directors, shall appoint all committee Chairpersons.

Section 3: The President and the appropriate Vice Presidents shall be ex-officio members of all committees.

**Article XII – Delegations**

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. Any such delegations would be effective until January 1st of the following year, at which time the President of the new year shall re-appoint the position.

**Article XIII – Authority to Bind**

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 Board of Directors or the General Membership.

**Article XIV – Amendment**

These Bylaws may be amended by a super majority vote of the General Membership at any regular or special meeting, provided that 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.

**Article XV – Parliamentary Authority**

Robert's Rules of Order shall govern the proceedings of all meetings of the organization and its constituent parts except as provided in these Bylaws.

**Article XVI – Policy**

A written policy shall be established which shall state the rules pertaining to the adoption of programs, duties of officers and directors, and other matters of concern to the organization.

**Article XVII - Code of Conduct**

Section 1: When someone is addressing the membership, the other members shall remain quiet and respectful until discussion is opened to the floor.

Section 2: Any questions or concerns shall be signified by the raising of the hand, unless otherwise incapable.

Section 3: No behavior that has been determined by the Board of Directors or a majority of membership present to be detrimental to the Junior Jaycees chapter shall be tolerated.

Section 4: If the parents, or legal guardians, of the Junior Jaycee member deem outside behaviors to be inappropriate to be included in Junior Jaycee functions, then the parents reserve the right to remove said individual from the chapter functions until they withdraw their removal.