

CONSTITUTION OF THE VIRGINIA JAYCEE LIFE MEMBER ASSOCIATION

ARTICLE I: NAME

Section 1: The name of this organization shall be the Virginia Jaycee Life Member Association, Inc.

ARTICLE II: MISSION STATEMENT and PURPOSE

A Life Membership in the Virginia Jaycees is the highest honor which can be given by the Virginia Jaycees. The mission of the Life Membership Association (LMA) is to aid, support, and encourage involvement with the Virginia Jaycees and to promote fellowship amongst our members.

Section 1: To operate a program for all Virginia Jaycee member chapters whereby they can honor and recognize their outstanding members by awarding them a lifetime membership in the Virginia Jaycees.

Section 2: To provide a vehicle which will enable Life Members to continue the many Jaycee friendships made through the years as well as allowing them to make new ones.

Section 3: To keep Life Members informed of current activities of the Virginia Jaycees.

Section 4: To provide the means for Life Members to advise and assist the Virginia Jaycees as needed.

ARTICLE III: GOVERNMENT

Section 1: The government of this organization shall be vested in a Board of Directors to be selected in the manner as prescribed by the By-Laws.

ARTICLE IV: MEMBERSHIP

Section 1: Membership in this organization shall be limited to Life Members of the Virginia Jaycees.

Section 2: An active member shall be a dues paying Life Member of the Association.

Section 3: An inactive member shall be a non-dues paying Life Member of the Association.

ARTICLE V: AMENDMENTS

Section 1: This Constitution may be amended when a quorum exists as provided for in these By-Laws, by two-thirds (2/3) vote of the active members present whether in person or virtually present, and voting at any regular or special meeting provided that notice of the proposed amendment or amendments has been provided to each active member of the Association not less than twenty (20) days before the date of such meeting, per Article 3, Section 5, of the by-laws. Notice to the membership will be provided electronically; posted to the LMA website and appropriate social media sites. (taken from Art III, Sect 5)

ARTICLE VI: DISSOLUTION

Section 1: In the event of dissolution of the organization, the organization's property and assets shall be conveyed to a charitable/non-profit organization. This shall be decided by a majority vote of the active members present at the last called meeting of the Life Member Association.

ARTICLE VII: COMPENSATION

Section 1: No part of the net earnings of the organization shall be deposited or transferred to the benefit of its members, directors, or officers, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered in furtherance of the purposes set forth in Article II.

BY-LAWS OF THE VIRGINIA JAYCEE LIFE MEMBER ASSOCIATION, INC.

ARTICLE I: GOVERNMENT

Section 1: The government of this organization shall be vested in a Board of Directors to be selected as prescribed in Section 1 of Article II of these By-Laws.

Section 2: The board shall manage the property and finances of the organization as prescribed in these By-Laws.

Section 3: Chairman of the Board shall be the Immediate Past President of the Association.

Section 4: The newly elected President of the Life Member Association shall appoint a Life Member to serve as Jaycee Liaison. The Liaison shall coordinate the day to day activities of the Life Membership Program of the Virginia Jaycees. The Liaison shall work closely with and be responsible to the Life Member Association President. The Liaison shall be a non-voting member of the Board.

ARTICLE II: ELECTION, REMOVAL & DUTIES OF OFFICERS

Section 1: The active membership, shall, at its annual meeting, elect a President, three Vice Presidents, a Secretary, Treasurer, and Directors as needed. Any officer, except the President, may stand for reelection to the same office. No member shall hold more than one office at any one time. These elected officers serve as the voting members of the Board. All appointed officers are non-voting members.

Section 2: The officers of the organization shall have such duties as generally pertain to their office as well as such powers and duties as from time to time may be delegated to them by the Board.

Section 3: All elections shall be conducted by the Election Committee as provided in the following section.

Section 4: The Chairman of the Board shall appoint an Elections Committee with the approval of the Board. It shall be the duty of this committee to oversee and to conduct all elections of officers in accordance with these By-Laws. The committee may, from time to time, as it deems necessary, issue additional guidelines for the conduct of elections except that these guidelines shall not be contrary to those specified in the article. The Elections Committee, shall include in the spring newsletter the names of all the declared candidates who are eligible to be elected.

Section 5: Nominations for any office may be made from the floor immediately preceding the elections.

Section 6: All officers must be elected by at least a simple majority of the active members present and voting. If more than one ballot is necessary to achieve a majority vote, no further nominations will be allowed between ballots for the same office. In case of more than two candidates for an office, except Director, the individual receiving the least number of votes in a ballot will be dropped before the next ballot until there are only two candidates remaining.

Section 7: Voting shall be by voice vote, whether in person or virtually present, and no person shall cast more than one vote. In the event of an uncontested election, any member may call for approval by acclamation, with such a motion immediately proceeding to a vote and requiring unanimous consent of the active members present to pass. If there is a contested election for any position, any active member may request the vote be carried out by secret ballot, with such a motion being approved by a majority of active members present. If approved by the membership, the secretary will circulate paper ballots and writing implements so votes can be recorded and tallied.

Section 8: Any officer of the organization may be removed by action of the Board at a special meeting thereof at which a quorum is present, convened upon notice of not less than twenty (20) days of the time and place of such meeting and presided over by the Chairman of the Board. Two thirds (2/3) of those present at such meeting concurring upon a secret written ballot shall be required for removal.

Section 9: Any officer sought to be removed shall have not less than twenty (20) day's notice of the time and place of such meeting.

Section 10: Any notice given in accordance with section 9 of this article shall contain the reason for removal or charges to be brought.

Section 11: Notice to the officer will be provided by email or phone call.

Section 12: Only active members (current dues paying members) may vote at any business meeting.

Section 13: Vacancies on the Board of Directors or in any office of this organization shall be filled by appointment by the President, with approval of the Board of Directors. Officers or Directors so appointed shall serve for the duration of the term. Appointed officers shall be eligible to be elected to the same office he/she had been appointed to in the next general election providing he/she meets all other qualifications. In the event that the President cannot complete his/her term of office, the Management Vice President will assume the Presidency. In the absence of the President and the Management Vice President, the Activation Vice President will assume the Presidency.

The person assuming this office will serve the remainder of the unexpired term. The person assuming the Presidency shall be eligible to be elected into the office of President at the next general election providing he/she meets all other qualifications for this office.

ARTICLE III: MEETINGS

Section 1: The annual meeting of this organization shall be held in May for purposes of elections and other business. Notice of this meeting shall be given to each member at least (20) days prior to the meeting.

Section 2: The Board and General Membership, as a minimum, shall hold a meeting at each of the State Board of Directors meetings of the Virginia Jaycees, and such other meetings as may be called by the President, or by the Secretary at the request of a majority of the members of the Board. Notice of these meetings shall be given to each member at least (20) days prior to the meeting.

Section 3: Notice of any meeting held at a time not fixed by these By-Laws or by resolution of the Board shall be given to each member at least twenty (20) days prior to the meeting.

Section 4: The President shall preside at all meetings of this organization. In the event of the President's absence the Vice Presidents shall preside in the following order: Management VP, Activation VP, Communications VP.

Section 5: Notice to the membership will be provided electronically; posted to the LMA website and appropriate social media sites.

ARTICLE IV: COMMITTEES

Section 1: Upon proposal submitted by the officers of the organization, the Board may appoint committees deemed proper and necessary to fulfill objectives and purposes of the organization.

ARTICLE V: PAYMENT OF OBLIGATIONS

Section 1: Funds of the organization may be withdrawn from the bank with which they are on deposit only on the signature of an authorized agent. The signatures of the Treasurer and two other officers shall be filed with the bank. Any expenses \$300 - \$999 must be approved by the Board. Any expenses over \$999 must be approved by the active membership.

Section 2: The fiscal year of the organization shall begin June 1 and end May 31.

ARTICLE VI: RECORDS

Section 1: Current and complete records of the proceedings of the organization will be kept and maintained by the Secretary of the organization and shall be available for inspection by any member upon reasonable notice.

Section 2: Correct and complete records of the organization's financial accounts will be kept and maintained by the Treasurer of the organization and shall be available for inspection by any member upon reasonable notice.

ARTICLE VII: GIFTS

Section 1: The Board may accept, on behalf of the organization, any contributions, gifts, bequests, or devise for any special purpose of the organization provided that no such gift is conditional or will impose upon the organization a special trust not contemplated by the purposes of the organization.

ARTICLE VIII: AMENDMENTS

Section 1: These By-Laws may be altered, amended, or repealed by two-thirds (2/3) vote of the active members present at any regular or special meeting, provided that notice of the proposed changes have been electronically distributed to the active members via the LMA website, email, or social media at least twenty (20) days prior to the meeting.

ARTICLE IX: RULES OF ORDER

Section 1: Robert's Rules of Order shall govern the proceedings of all meetings of the organization, except as provided in these By-Laws.

ARTICLE X: POLICY

Section 1: The Board may establish policies concerning the rules and proceedings for the conduct of the affairs of the organization upon matters not inconsistent with these By-Laws. Such policies may be declared and amended by two-thirds (2/3) vote of the Board present at any regular or special meeting of the Board.

ARTICLE XI: DUES

Section 1: Each active member in this organization shall pay annual dues of \$40 to be paid at the annual meeting. Any change in the amount of the dues will require a 2/3 vote of the present general membership at the annual meeting.

Section 2: All new Life Members' dues are paid for the current fiscal Life Member Association year. If a Life Membership is awarded less than six months prior to the end of the LMA fiscal year, dues are paid through the following LMA fiscal year.

POLICIES OF THE VIRGINIA JAYCEE LIFE MEMBER ASSOCIATION, INC.

POLICY I: DUTIES OF ELECTED OFFICERS - see Appendix A "LMA Organizational Chart"

Section A: It shall be the duty of the President to preside at all meetings of the organization and at all meetings of the Board of Directors. The President, subject to the approval of the Board of Directors and in conformity with the general policies of the organization, shall have supervision of the affairs and activities of the organization. It is also the responsibility of the President to prepare a comprehensive budget for their fiscal year, showing proposed income and expenses, and have said budget voted on by the general membership at either the Planning Meeting or the next scheduled general membership meeting.

Section B: The three (3) Vice Presidents shall be responsible for the Directors and programs assigned to them by the President.

Section C: A Director shall supervise and advise with such committees as may be assigned by the President. A Director shall be responsible for the activities of such committees and shall keep the Vice Presidents and Board of Directors informed of the activity of both the chairmen and committees.

Section D: The Secretary shall keep a record of the proceedings of all meetings including those of the Board of Directors. He/She shall be responsible for carrying on correspondence, for calling of meetings, and for notifying the members of all such other activities as may be authorized by the Board of Directors.

Section E: The Treasurer shall keep the financial records of the organization and shall be responsible for depositing all monies received in the accounts of the organization. Withdrawals from the accounts shall be under the direction of the Board of Directors and shall be made only with the signature of an authorized agent. He/She shall furnish a financial statement showing all receipts, disbursements and financial transactions at all Board meetings, and shall furnish a comprehensive financial statement for the complete year's transactions by the first membership meeting. He/She shall issue notices of dues payable in writing (on paper or digitally) to the membership and be responsible for the collection thereof. He/She shall keep a record of the membership of the organization.

POLICY 2: APPOINTED OFFICERS

Section A: The Sergeant-At-Arms shall perform duties as the President and Board of Directors designate.

Section B: The Legal Counsel shall advise the Board of Directors and membership on all legal affairs concerning this organization.

Section C: The Chaplain shall promote religious activities with the Board of Directors approval. He/She will also be responsible for communicating meaningful events, with the permission of affected members, with the general membership.

Section D: The Parliamentarian shall ensure that meetings are conducted in accordance with Roberts' Rules of Order.

Section E: The Life Member Liaison shall be appointed by the President at the May Board Meeting each year. The Liaison shall be responsible for coordinating the Life Member Program for the Virginia Jaycees.

Section F: The President shall also appoint members to the Virginia Jaycee Finance Committee and Virginia Jaycee Foundation.

POLICY 3: CHAIRMAN OF THE BOARD

Section A: The retiring President shall automatically become Chairman of the Board of Directors.

Section B: The Chairman of the Board shall serve as Chairman of the Elections Committee and shall perform functions as deemed necessary by the President.

Section C: If the Chairman of the Board is unable to serve, the most current Chairman of the Board shall serve.

POLICY 4: DUES

Section A: The membership dues of this organization will be \$40.00 per annum.

Section B: Dues are payable by the annual meeting (normally held in May of each year) and cover membership from June 1 to May 31 of the following year.

POLICY 5: GENERAL

Section A: A check drawn payable to a signatory on the association bank account must be signed by another authorized signatory. The payee and the signatory shall not be the same.

Section B: A returned check fee of ~~\$25.00~~ **\$35.00** will be imposed on Jaycee chapters and individuals whose checks are returned by the bank for insufficient funds.

Section C: All funds collected by the Life Member Association, including funds collected for member dues, from the Hospitality Suite and from the sale of products, shall be deposited in the general ledger account of the organization.

Section D: There are no Hospitality Suite fees for active dues paying members. Guest fees for the week-end shall be \$10.00.

POLICY 6: LIFE MEMBERSHIP PRESENTATIONS

Section A: There is a ~~\$200.00~~ **\$150.00** application fee for Life Membership into the Virginia Jaycees.

Section B: A late fee of \$50.00 shall be imposed on those applications received after the designated due date.

Section C: If a nominee's local chapter has ceased to exist, the application may be submitted by another active Jaycee chapter or an active Jaycee Alumni group.

Section D: A nominee for Life Membership in the Virginia Jaycees must have been:

a Virginia Jaycee for at least **three** years. He/She must also have held at least **two** offices, one of which must have been elected.

OR

a Virginia Jaycee for one year before aging out and an additional two years as an active aged-out Jaycee with significant contribution to their chapter as determined by the chapter's application and its board of directors.

Section E: The Life Membership application must be signed by three (3) chapter officers or three (3) current life members, one of which must be the President or Chairman of the Board of the local Jaycee chapter or Jaycee Alumni group.

Section F: Any of these policies may be waived on a case by case basis with the approval of the Board of Directors of the Life Member Association.

POLICY 7: TRANSFER OF RECORDS

Section A: The outgoing Secretary and Treasurer shall, upon conclusion of the annual meeting, turn over or transfer all records as may pertain to the Life Member Association to the incoming respective officers. The transfer of records shall take place within two months following the annual meeting. The secretary and treasurer shall review their existing records and, upon approval of the LMA President and Chairman of the Board, dispose of any unnecessary or duplicate financial records.

POLICY 8: NOTIFICATION OF MEMBERS

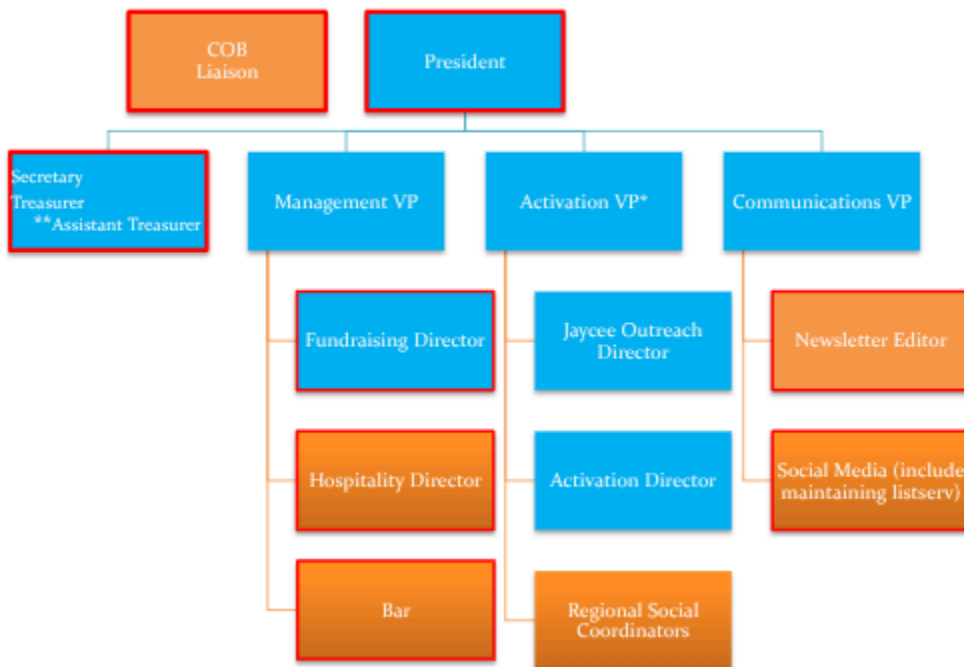
Section A: Where “written” notification of members is required by either the by-laws or policies, notification may be performed using a U.S.P.S letter or at least two of the following electronic methods: electronic mail (e.g., LMA listserv); text messaging; or a social media posting.

NOTE:

The Constitution and By-Laws were last updated on May 5, 2024 at the LMA Annual Meeting in Staunton, VA.

Appendix A: Organizational chart approved on February 18, 2023

Life Membership Association Organization Structure



Blue—Elected Positions
 Tan & **—Appointed Positions
 Red Border—Existing positions

- VP's will solicit members for appointed position but must get approval from the President for all of their choices.
- As appropriate, Directors (with VP and President's approval) may build "teams" to help them accomplish their job.
- Jaycee Outreach Director will work with the VA Jaycees to determine needs & communicate with LMA regarding Jaycee activities and direction.
- Activation VP and Director will work to activate existing members.

Ratified November 2015
 * Position Titles updated February 2023