

Ammended January 2008

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 have control and management of the property and finances of the organization.

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, two 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 Elections Committee as provided in the following article.

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 or elections except that these guidelines shall not be contrary to those specified in the article.

The Elections Committee, shall include in the April newsletter the names of all the declared candidates who are eligible to be elected.

It shall be the duty of this committee to issue a written report to the Board on the results of each election conducted, within 30 days after the completion of the election. The report shall include selection information, as the committee and its members deem necessary, but shall include no less than the following:

1. The name of the officer or offices to be elected.
2. The name or names of each of the candidates seeking such office.
3. The total number of eligible voters.
4. The total number of eligible voters casting ballots in the election.
5. A statement by the committee certifying that all candidates were duly qualified to seek the respective offices, and a statement that all elected candidates are duly qualified to serve in the offices to which they were 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 secret ballot and no person shall cast more than one ballot. Ballots shall have been prepared in advance by the Elections Committee in a readily distinguishable format.

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 reasonable notice, and presided over by the Chairman of the Board. Two thirds(2/3) of those present at such meeting concurring upon secret written ballot shall be required for removal.

Section 9: Any officer sought to be removed shall have not less than twenty(20) days written 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: Only active members (current dues paying members) may vote at the annual meeting.

Section 12: No officer shall hold another office in the Virginia JCI Senate or on the Virginia Jaycees Foundation at the same time.

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 Camp Virginia Jaycee Vice President will assume the Presidency. In the absence of the President and the Camp Virginia

Jaycee Vice President, the State Functions 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 at the May Meeting at the same place as the May meeting of the Virginia Jaycees.

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/Treasurer at the request of a majority of the members of the Board.

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:
Camp Virginia Jaycee Vice President, State Functions Vice President.

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 Secretary/Treasurer and two other officers shall be filed with the bank. All checks written for \$300.00 or more must be signed by two authorized agents.

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

Section 3: At any time that the net liquid assets of the organization exceeds two thousand dollars(\$2,000.00), the amount over two thousand dollars shall be placed in a saving account. Funds from this account may be withdrawn from the bank with which they are on deposit only on an authorized signature as stated in Article V, Section 1.

Section 4: All dues and fund raising monies will be kept in a separate account from the Life Member fees and the special Camp Virginia Jaycee account.

ARTICLE VI: RECORDS

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

Section 3: The principal office of this organization shall be in the same space as that of the Virginia Jaycees.

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 members present at any regular or special meeting, provided that written notice of the proposed changes has been mailed to each member at his last known address at least twenty(20) days prior to the date of the meeting.

ARTICLE IX: RULES OF ORDER

Section 1: Roberts' 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.

Section 2: All new Life Members' dues are paid for the first fiscal Life Member Association year.

Ammended January 2008

POLICIES OF THE VIRGINIA JAYCEE LIFE MEMBER ASSOCIATION, INC.

POLICY 1: DUTIES OF ELECTED OFFICERS

Section A: The president: 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.

Section B: The two Vice Presidents shall be responsible for the Directors and programs assigned to them by the President. The Camp Virginia Jaycee Vice President shall organize the Summer meeting at the Camp and promote the Camp. The State Functions Vice President shall oversee the newsletter, products and hospitality of the Association. The State Functions Vice President shall also be responsible for the gavel appreciation plaque to be presented to the President at the conclusion of their term.

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/Treasurer shall keep a record of the proceedings of all meetings including those of the Board of Directors. He/She shall be an ex-officio member of all committees, whether temporary or permanent in character. The Secretary/Treasurer 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. The Secretary/Treasurer will serve as Historian of the organization.

Section E: The Secretary/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. The Secretary/Treasurer shall furnish a financial statement showing all receipts, disbursements and financial transactions monthly, and shall furnish a comprehensive financial statement for the complete year's transactions by the first Membership meeting. The Secretary/Treasurer shall issue notices of dues payable in writing, to the membership and be responsible for the collection thereof. The Secretary/Treasurer 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.

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 meeting each year. The Liaison shall be responsible for coordinating the Life Member Program for the Virginia Jaycees. The President shall also appoint members to the Virginia Jaycee Finance Committee.

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 \$25.00 per annum.

Section B: The sustaining sponsor membership dues shall be \$35.00 per annum.

Section C: Dues are payable at the May meeting.

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 will be imposed on Jaycee chapters and individuals whose checks are returned by the bank for insufficient funds.

Section C: Funds from the Hospitality Suite and from the sale of products shall be deposited in the General Account of the organization. Expenditures for the Hospitality Suite and for products may be

withdrawn from the bank with which they are on deposit only on the signature of an authorized agent.

LIFE MEMBERSHIP PRESENTATIONS

Section A: The \$200.00 application fee for Life Membership into the Virginia Jaycees will be disbursed as follows: \$125.00 to the State Office Building Account, \$25.00 for the first year's dues

to the Life Member Association, and the remainder to the general account to offset the expense of presentations.

Section B: A late fee of \$50.00 shall be imposed on those applications received after the designated due date. This late fee will be disbursed into the State Office Building Account.

Section C: In the event that a nominee's local chapter has ceased to exist, the application may be submitted by an active Jaycee group.

Section D: A nominee for Life Membership in the Virginia Jaycees must have been a Virginia Jaycee for at least 5 years. He/She must also have held at least 3 offices one of which must have been elected.

Section E: The Life Membership application must be signed by 3 chapter officers one of which must be the President or Chairman of the Board of the local Jaycee chapter.

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/ Treasurer shall, upon conclusion of the May meeting, turn over or transfer any and all records as may pertain to the Life Member Association to the incoming

respective officers. The transfer of records shall take place at the May meeting of this organization or not later than two months from that date.